



Parent Handbook

I. Parents Rights

The following statement of parental rights is copied from the Massachusetts Department of Early Education and care parent information handout. “The Licensee” refers to the school and “The Office” refers to the Massachusetts Department of Early Education and care.

Chapter 28A section 10 and subsequent amendments to the General Laws of the commonwealth of Massachusetts mandates to the department of EEC, the legal responsibility of promulgating and enforcing rules and regulation governing the operation of child day care centers (including nursery schools), and school aged childcare programs.

These regulations, 102 CMR 7.00 establish minimum standards for operation of group daycare and school aged child care programs in the commonwealth. The regulation requires certain things of the licensee regarding their work with parents. A summary of the required parent information, rights and responsibilities follows.

Parental Input

The licensee must appropriately involve parents of children in care in visiting the program, meeting with staff, and receiving reports of their child’s progress. The program must have a procedure for allowing you to give input and make suggestions, but it is up to the program to decide whether they will be implemented.

Meeting with Parents

In a group day care program, the licensee shall ensure that the administrator or his designee meets the parents prior to admitting the child to the program. The parents shall have an opportunity to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child.

Parent Information

Upon admission the licensee must provide a written statement of the programs purpose to the parents. Including the program philosophy, goals, and objectives and the characteristics of the children served; information on the administrative organization of the program, including lines of authority and supervision; the programs behavioral management policy; plans for referrals to parents; termination and suspension policy ; list of nutritious foods to be sent for snacks and meals; the program policy for reporting suspected neglect and abuse; emergency health care and illness exclusion policy; transportation plan; administering medicine procedure; and upon request copy of the complete health care policy ; copy of the fee schedule. This information will be contained in a parent’s handbook



Parent Conferences

The licensee must make staff available for individual conferences with parents at your request

Progress Reports

At least every 6 months the licensee should meet with you to discuss your child's activities and participation in the program. The licensee will provide a written copy to you and will maintain a copy of such reports in the child's file. If your child is an infant or a child with disabilities, you should receive a written progress report every 3 months

Parent Visits

You have the right to visit the center and your child's classroom at any time while your child is present if it causes no disruption to your child or the program. Family members, relatives, and/or friends may not visit the program on behalf of the parent unless prior authorization is given.

Child's Records

Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's records to anyone not related to implementing the program plan for the child, without your consent. You must be notified if your child's record is subpoenaed. You will be given one copy of your child's file at time of enrollment. A child's file will not be duplicated and distributed to parents.

Transfer of Record

When your child is no longer in care, the licensee can give the child's record to you, or any other person you identify, upon your written consent.

Charge for Copies

The licensee shall not charge an unreasonable fee for copies of any information contained in your child's record.

Program Responsibilities

The program must make available any information requested by the office to determine compliance with any office regulation governing the program, by providing access to facilities, records, staff, and references

Reporting Abuse and Neglect

ALL center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either department of social services or to the licensee program's administrator, the licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment



Notice of Injury

The licensee must notify you immediately of any injury which requires emergency care. The licensee must also notify you in writing within 24 hours if first aid was administered to your child

Availability of EEC Regulations

The program must maintain a copy of the regulations, 102 CMR 7.00: Standards for the licensure or approval of group day care and school age childcare programs, on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulations, ask the center to show them to you.

Confidentially and Distribution of Records

Discover Me Schoolhouse will make every attempt to respect your family's privacy by maintaining the confidentiality of any information we learn. Information about you and your child will be shared with only Discover Me staff. If you would like us to discuss your child with other professionals (pediatricians, counselors, and/or teachers) we will require written notice from you.

Massachusetts Department of Early Education and Care regulations require that we do not release any parts of your child's written record without your written consent. It is our policy to generally only release such information to you, the parent/guardian. If you would like others to have access to your child's records, we can provide you with a copy for you to do so. Please be aware that the Department of Early Education and Care has the regulatory authority to view your child's records for the purpose of monitoring the school's compliance with regulations, as well as for other reasons.

In the unlikely event that we find it necessary to seek assistance in the collection of an unpaid balance due, we will share any and all relevant information we need in order to attempt collection (including, but not limited to any names, addresses, phone numbers, any contact information, work information, and social security numbers you have supplied). We do not consider children's first names, their ages, and/or their community of residence to be considered confidential information with regards to conversations with other currently enrolled families unless this has been requested. In the event of suspicion of abuse or neglect, we will release any relevant information to the appropriate authorities (see section on identifying and reporting suspected abuse and neglect)



II. Identifying and Reporting Suspected Abuse and Neglect

Mandated Reporters

The staff at Discover Me Schoolhouse will protect children from abuse and neglect while in the program's care and custody.

Daycare teachers are mandated reporters by state law to report suspected child abuse and neglect to the director, who will report any abuse and/or neglect to the Department of EEC. Staff receive training in their responsibilities as mandated reporters, and specific procedures for reporting suspected child abuse or neglect, and indicators of child abuse and neglect

Department of Social Services Hotline: 1-800-792-5200

Suspicious of Abuse or Neglect

Any staff member who suspects child abuse or neglect should immediately inform their supervisor or report it to the Department of Children and Family services. Only the director or assistant director as appropriate, shall call the department of social services immediately and file a 51A report (if one has not yet already been filed) the Massachusetts Department of Early Education and Care (EEC) will be notified immediately after filing a 51A report or learning that a 51A has been has been filed alleging abuse or neglect of a child while in the care of the program.

Cooperating with Investigating Authorities

With representation of legal counsel, Discover Me Schoolhouse will cooperate in all investigations of alleged abuse or neglect of a child while in the care of the program, including identifying parents of children currently or previously enrolled in the program, providing consent for disclosure form, and allowing EEC to disclose information to, any person and/or agency EEC may specify as necessary for investigation of allegations and protection of children. Providing such cooperation does not violate any law protecting the rights of children, parents or employees.

In the event of an allegation of suspected abuse or neglect against a staff member, that staff member shall not work directly with children until the DCF investigation is complete and for such further time as required by EEC.

All information pertaining to children and staff at Discover Me Schoolhouse is confidential. No staff person shall answer any question during any investigation without the school's attorney present. Staff members will immediately document their actions and observations of the relevant per



III. School Information

School Arrival

Please be sure to read the first day checklist included in your enrollment folder. On your child's first day, your child's teacher will show you your child's designated coat and backpack hook and review of the school routine if needed. The first days can be carried with mixed emotions for both the child and parent. We will work with you to help your child adjust comfortably to school. In our many years of experience, we understand that some children may be excited about school and some children may need some coaxing. Please communicate with your child's teacher and center director what you believe is best for you and your child to adjust.

Departing from your child can be hard for the child and the parent.

Here are some helpful ways to prepare your child for temporary departure from families.

- Talk with your child about what is happening
- Let them know what to expect
- Set a relaxed tone and pace
- Share any information with your child's teacher about any change in your child's routine.
- Establish and follow a comfortable routine
- Call the school later to see how they are doing.
- Return on time
- Don't sneak out (even though it may seem easier at times)

In the event your child is unable to settle and their transition into school is challenging, teachers are only able to assist you with drop off through soft communication and hand holding. Teachers and staff are unable to help children with departures if children cannot regulate their emotions after a couple of minutes, if children are hitting, kicking, or flailing their arms, and/or if children run or cling to their parents. Parents are expected to independently settle their child

School Hours

In the months of September through June, school hours are 7:00 am to 5:00 pm Monday through Friday. In July and August, school is open 8:00 am to 5:00 pm Monday through Friday. Children and families cannot be in the school building outside of these times. Families who enroll their children and agree to a specific part-time schedule are expected to drop off and pick up between the hours they agree upon with Discover Me Schoolhouse. Full-time and part-time families that exceed the times of your child's enrollment contract will result in a late fee of \$3 per minute. Discover Me Schoolhouse is a small, nurturing childcare center that employs a handful of teachers. The hours that we can offer to families when enrolling children will vary and are in



accordance with our teachers' schedules. At the time of enrollment, if Discover Me Schoolhouse does not have full time availability to offer for your child, we will offer the times we have available. Families that agree to a specific schedule for their child to attend school are expected to drop off and pick up between the times agreed upon with Discover Me Schoolhouse. Please refer to the school closings and early release list included in your enrollment packet. This list is updated annually and will prepare you for the days we are closed for holidays, early dismissals, and Professional Development Days for teachers as required by EEC.

Please **never allow your child to open school doors or gates**. Only teachers and parents are allowed to open doors and gates at the school. ***This is a strict rule.***

Families are responsible for arriving and settling their child into school by **9:30 AM**, this is a *strict policy*. Our daily program begins at 9:30 AM. Tardiness disrupts the program routine for your child and others. If your child must be late, please notify the center director at least 24 hours in advance to let us know your child will arrive after 9:30am. We are unable to allow frequent and/or consistent late arrivals. Families are expected to schedule appointments that are frequent and ongoing after their pick-up time. Children will be denied after the first violation of this policy. Further offenses are grounds for termination of your childcare agreement. Children may be dropped off by a friend or family member but will only be released to people who are on their pickup list (other than the parents) with proper ID.

Late Pick-Up Policy

Please be respectful of the teacher's personal time when they are scheduled to end their shift at pick-up times. Teachers have commitments and obligations after work and are unable to stay later than their scheduled shift. Families enrolled full time are expected to arrive for pick-up with enough time to gather their child(ren) and their belongings and exit the building before or exactly at 5:00pm. At the time of pick-up, your child's teacher may be supervising other children or completing cleaning tasks and are unable to engage in conversations with families. Please schedule a day and time to have conversations regarding your child if necessary. A fee of \$3 per minute late will be applied if families are late to pick up their child. If your child is enrolled for an earlier pick-up, it's equally important, he or she is picked up at that time. Our program is staffed based on how many children are enrolled. Caring for children at an unscheduled time may put us out of compliance with state regulations. If you anticipate being late or running into unexpected delays, please arrange for someone on your child's pick-up list to pick up your child. Please call the center as soon as you know you will be late and inform us of the change of pick-up arrangements. Parents who are late to pick up their child after their first violation will incur a \$3 a minute late fee. Failure to be on time will result in the termination of your enrollment contract.



Snow Days and Early Closings

Discover Me Schoolhouse follows Boston Public School emergency closings and delays. During severe weather, the teacher(s) scheduled to open the school will send out a message through ProCare to inform parents of a late opening. In extreme weather cases when we MUST close, we will announce within 24 hours of opening. If it becomes necessary to close early, you will need to arrange pick-up for your child within one hour of notice, so that our staff may get home safely.

IV. Health

Procedures for Emergencies and Illness

The following procedures will be followed by Discover Me Schoolhouse teachers and staff in any event of a medical emergency.

During a medical emergency, proper first aid is the primary concern.

A trained staff person will administer first aid while another staff member contacts 911, or other medical personnel necessary.

The child will be transported and cared for as directed by emergency medical personnel with the child's emergency information form and authorization and consent form (in emergency binder) if possible, a staff member will accompany the child.

The child's parents/guardian will be notified as soon as possible. If the parent/guardian is unable to be reached, the emergency contacts will be called, in the order listed by the parent, until a contact can be reached and informed of this situation. A staff member will continue to attempt contacting the primary caregiver, guardian and emergency contacts until one of them can be reached.

In the event of a medical emergency during a field trip, the same procedure as above will be followed except that the nearest emergency personnel (police, fire, health care facility, or 911 as available) will be contacted.

Mildly Ill Children

When a child becomes mildly ill while at school with symptoms that indicate a contagious virus, parents will be informed by the center director and will be asked to pick up their child within one hour of notice. The decision to send a child home is made solely by the director. The nature of the child's condition, symptoms, circumstances, and ability to participate in the program are highly taken into consideration. Teachers will comfort the child and monitor the child's condition, if necessary, until pick up contact has arrived. Children who are showing any symptoms that indicate a contagious virus will be isolated from the group until the pick-up



contact has arrived. Children must be cleared by a doctor specifically stating that your child is not contagious to return to school.

If children have a fever of 99.0 or more and/or have symptoms of gastro-intestinal, respiratory, skin rash, and/or infection concerns, Discover Me Schoolhouse teachers must follow special precautions recommended by the Department of Public Health Daycare Manual. Children with any of the above symptoms will be sent home and will need to be cleared by a doctor before returning to school. Children that are sent home with a fever temperature of 98.0 or more may not return to school until they are fever free and medicine free for at least 24 hours.

When You Should Keep Your Child Home

Children should not attend school if they have a temporary medical illness that will not allow them to actively participate in the program; require medication and/or treatment that cannot be administered at school; or if they have a temporary infectious disease which would pose a risk to others. If a child becomes ill at school, a parent or guardian will be notified and may be asked to pick up the child. If the child needs to be sent home and a parent or guardian can't be reached, an emergency contact will be called and asked to pick up the child.

Returning to School

The procedures and policies for children returning to school may vary depending on the reason your child missed school. All reasons will be discussed individually with the parent/guardian after consulting with the Department of Public Health and our Health Care Consultant. All children who attend school must be well enough to actively participate in the regularly planned program. Children who are recovering from an illness or any of the above symptoms listed in this handbook may return to school when the parent/guardian can provide the center director with a medical note from the child's pediatrician stating that your child is no longer contagious (usually within 24 hours).

Notifications to Parents of Illness

Please let us know if your child has been diagnosed with any illness, contagious virus, and/or infectious disease so that we may post the information for other parents. Such information in any notice to other families will keep all personal information about the children and families who were impacted anonymous. Communication released from Discover Me Schoolhouse may only include the information regarding the virus and/or disease. Notices will be posted when any serious communicable illness/disease which poses a risk of infection to others has been introduced into the school population as soon as the disease has been diagnosed by a physician.

Special Health Care Needs



The parent/guardian will be asked about children's allergies, special health care needs and food preferences during the enrollment intake and are expected to list any on their child's emergency information form.

When Your Child Needs Medication

If your child requires medication (including but not limited to topical creams and/or insect repellent) while at school, you must complete an Authorization for Medication Form. Please always hand medications to the center director with the doctor's orders to distribute the medication. Never give the medication to a child or leave medication in his/her cubby or book bag. Many medications require a physician's written authorization even though they are non-prescription. If in doubt, get a note from your child's physician. Medication orders must be updated annually. Discover Me Schoolhouse will not administer medication without an order provided by the child's pediatrician stating the medication must be administered during the time the child attends school.

Children and Staff Policy for Covid 19

When a child, parent, and/or staff member has a confirmed case of Covid-19, he/she must be excluded from school for five days if vaccinated, or ten days if not vaccinated. The individual may return to school when he/she can provide a negative test.

Any person that was in close contact with a child, parent, and/or teacher with a confirmed case of Covid-19 will need to be tested and provide the teacher with a negative test if they are showing symptoms.

Discover Me Schoolhouse will close for three days if there are more than three confirmed cases within different classrooms. If any confirmed cases are within one classroom, the classroom will be closed for three days. Children with siblings in the class that was closed due to confirmed Covid-19 cases will need to follow the same procedure.

Any child showing covid symptoms arriving at school must be stopped and a parent needs to test them, even with a runny nose and cough a child may be admitted if they can produce a negative covid test the morning of. The test MUST be taken the morning of no exceptions. For infants a PCR test must be done.

If staff suspect covid -19 and having symptoms, they must take a test the morning of behind a clock with the time to verify the accuracy of said test. If the staff member is fully vaccinated (and boosted) while showing symptoms with a confirmed case of the virus, he/she must be excluded for 5 days or until symptoms improve or produce a negative test and must consistently wear a face mask during the day for 10 days. You must only take your mask off downstairs or outside away from everyone. If staff is vaccinated and is not showing symptoms, they may continue to



work but must consistently wear a face always covering during the day for 10 days. You must only take your mask off downstairs or outside away from everyone. If staff choose not to get tested the day of a possible covid positive or exposure, you will be written up, if you refuse to come back to work under these guidelines a conversation will be had.

V. Enrollment

Admission

Discover Me Schoolhouse has an inclusive admission policy. We invite all families to apply to our school and consider all applications. We recognize each child as an individual with unique needs and abilities. We are endeavored to meet the needs of every child enrolled or applying for enrollment.

Child Guidance Guidelines

It is Discover Me Schoolhouse's goal to provide a healthy, safe and secure environment for all participants. Participants who attend our programs are expected to follow the behavior guidelines based on the Discover Me Schoolhouse's four core values and to interact appropriately in a group setting:

- We will **care** for ourselves and for those around us
- **Honesty** will be the basis for all relationships and interactions
- Participants and staff are **responsible** for their own actions
- We will **respect** each other and the environment

To ensure that our program is a safe, pleasant, and fun filled environment for all participants and staff; our basic rules are clearly communicated and consistently enforced. They include:

- Treat others with respect
- Follow directions
- Stay with your group
- Play fair and be a good sport
- Use appropriate and respectful language at all times
- Respect the environment, program and branch property
- Use your words

Termination or Suspension of Service

Unfortunately, there are circumstances that necessitate the suspension or termination of program services. If a child behaves in a way that jeopardizes the safety, health and wellbeing of him/herself, another child or staff member, Discover Me Schoolhouse reserves the right to suspend or terminate program service immediately. Suspension is referred to as Reflection Day(s). In less severe circumstances, Discover Me Schoolhouse will provide a two weeks



advance notice if administration staff believe that it is in the best interest of all for a child to discontinue participation in a program. Possible reasons for suspension/termination from the program include:

- Inappropriate behavior considered harmful to your child, staff or others
- Inappropriate parent behavior toward a child, staff or other parent(s)
- Chronic absenteeism or chronic tardiness of parent at pick-up
- Overdue fees

Discover Me Schoolhouse staff will first attempt all appropriate methods of positive child guidance and/or progressive methods of discipline (outlined below) before resorting to suspension or termination. The Director may recommend additional supportive services or make a referral for services when deemed appropriate. All incidents and subsequent actions will be documented in the child's file. If a child is suspended or terminated after exhausting all avenues for sustaining enrollment, the Director will provide the parent/guardian with all relevant information, including the circumstances under which a child may return, if applicable. In all cases, the final disciplinary decision is made in consultation with the Director, Program Administrator and Child Development Executive Director.

Withdrawing Your Child

When you decide to withdraw your child from the school, please remember that (2) weeks written statement is required in order to have your tuition pre-payment credited to your account (if no outstanding balance exist).

Transportation

We currently do not offer transport to or from the center or from the center.

Referrals

Should any member of the staff feel that an assessment for additional social, mental health, educational and/or medical, dental, vision, or hearing services would benefit a child the following guidelines are followed.

1. The staff member informs the director of his/her concerns.
2. If the director determines the child might need to be referred to additional services, staff will observe and record observations of the child in a manner and for a period appropriate to the concern, and this record will then be reviewed.
3. If, after reviewing the child's record, it is determined that a referral for additional services is advisable, staff shall prepare, for the parents, a written statement which includes a brief summary



of the observations, efforts made to accommodate the child's needs and reasons for making the referral.

4. Parents should refer to the list of current referrals in the community
5. Staff will be available to meet with parents as soon as possible after notifying them of their concern.
6. Staff will assist the parent in making the referral and offer support and advocacy.
7. Staff will consult with the referral resource only with written authorization from the parent
8. A written record of any referrals, Associated parent conferences, and results will be placed in the child's file.
9. After any referral, staff will review the child's progress every three months to determine if another referral is necessary.

Meals and Snacks

Discover Me Schoolhouse includes regularly scheduled meal times in the daily schedule, with the exception of infants. Our school's daily schedule includes designated time for snacks and lunch; a morning snack time, a lunch time, and an afternoon snack time. Families are asked to provide their children with food for these times. Discover Me Schoolhouse encourages families to send healthy and nutritious food with their child.

Plan for Staff Supervision

Discover me provides regular, ongoing supervision of all educators, as appropriate to their positions. The director supervises all staff, although may from time to time assign other qualified individuals to supervise specific staff, as appropriate. Qualified individuals are those with at least lead teacher qualifications.

Supervision of an educator involves, at a minimum:

Observations of the educator working with children.

- At least every two months and
- documenting these observations

Consultation (meeting) with the educator to discuss.



- Children's individual needs
- Communication with families and
- Documenting these meetings

In addition, supervision may also include:

1. Observations of the educator working with children

- Working with other staff
- interacting with parents
- performing housekeeping chores and other tasks
- documenting these observations

2. Consultation (meeting) with the educator to discuss

- Inner -staff issues
- Employment issues
- Communication issues
- Issues around policies, procedures, and EEC regulations and
- Documenting these meetings

In general, supervision may also include any job-related issues to help the employee understand how to be more effective in his or her position, and all observations and meetings should be documented.

Record Keeping

Staff files

Documentation of observations, meetings, and other relevant information will be signed by the supervisor, dated, and placed in the individual's educator's supervision folder/their employee file.

Plan for Staff Orientation

Staff will not supervise or be solely responsible for children until he or she has completed all items on the EEC staff orientation checklist in the checklist has been signed off and placed in the staff person's individual file. Along with official training from a Discover Me School House staff person.

Staff orientation should be completed before a teacher may care for children, if possible. It is expected that orientation will take at least 2 of meeting time. Staff are expected to review



policies prior to discussion. Staff must complete the required EEC strong start 12 essential training within 3 weeks of hire.

The following will be noted at the top of the EEC orientation checklist.

The name and position of the person responsible for conducting the orientation.

The schedule and number of hours of the orientation.

New staff will be given/emailed a copy of the following material to review before meeting to review each of them for orientation.

- Healthcare policy
- Parent handbook
- Job description
- Necessary information about specific children
- (Allergies, health needs, special diet, disabilities, transportation plan.)
- Daily routine (program plan)
- Personnel policy's manual or (staff handbook) or policies in discover me forms and policies binder.

Other items to review:

Cell phone policy

Requesting time off

90-day probation

Breaks

Teamwork

Reimbursements

Lunch

Housekeeping

Dress code

Mandatory attendance for staff days and meetings

Weather

Calling out sick

Plan for Staff Volunteers and Student Interns and visitors.

Discover Me Schoolhouse will occasionally provide opportunities for volunteers and student interns. Most often volunteers will be from colleges. Sometimes volunteers are parents or community members. While most volunteers are interested in working directly with children, some are interested in helping with other aspects of the program, such as doing repairs,



landscaping, or helping administrators' tasks. We accept volunteers on a case-by-case Basis, according to the needs of the program.

A volunteer is any person who assist in in unpaid capacity on a regular basis

For all volunteers working directly with children, our requirements for orientation, training, staff child ratios, background record checks, documentation of physical exams, immunities, documentation of dates and hours worked and responsibilities, are the same as paid staff except that volunteers must always be under the direct supervision of an EEC qualified educator.

Classroom Expectations and Behavior Management

Our core values for our school is Our approach for behavior management is intended to be a learning experience in which children are helped to learn positive rules, appropriate ways of expressing their needs and feelings, and respect for the care and safety of other people and materials. Our discipline approach reflects our review for each child's ability to understand his or her actions, and each child needs are, unique. Discipline should always be a positive learning experience, rather than a punishment. No child should ever be made to feel ashamed, embarrassed, or "bad". Instead, Discipline should help children to learn more appropriate behaviors by encouraging them towards responsibility, self-discipline, and competence.

Some discipline techniques we use include:

- Teachers modeling appropriate behavior
- Teachers reinforce children's positive attributes through praise, support, encouragement, and recognition with friends.
- Teachers encourage and support children's attempts to resolve conflicts among themselves.
- Using natural and logical consequences. For example, "if you throw your sandwich, it will get dirty and you won't be able to eat it," or "If you don't put on your hat", you may feel cold.
- Ignoring some events so as not to reinforce them
- Stating rules in a positive manner in terms of what is acceptable rather than simply stating the unacceptable. This tells the child what it is he or she can do. Rather than simply saying, "Please don't climb on the table," we add, "You can climb on the climber." or, rather than telling a child to return a toy taken from another child, the



teacher might explain that the child could ask for the toy, and give the child the words to use.

- Redirecting the child to another activity or area of the room
- Asking the child to wait or watch, while they are temporarily removed from the situation.
- Teachers including the children in the establishment of school rules and expectations, when appropriate.
- A child may be physically restrained by a teacher, when necessary, in order to protect the safety and well-being of the child, other children, or the staff.

Massachusetts regulations in Discover Me Schoolhouse policy prohibits:

- Corporal punishment for children such as “spanking”
- Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abuse treatment.
- Depriving children of food or snacks or meals
- Force feeding children
- Disciplining a child for soiling, wetting, or not using the toilet.
- Forcing a child to remain in soiled clothing or forcing a child to remain on the toilet, using any other unusual or excessive practices for toileting.



Acknowledgement

I acknowledge I received a copy of the Parent Handbook and have read Discover Me Schoolhouse's acceptable policies and procedures.

I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's or my behavior that is outlined as unacceptable to the learning environment of Discover Me Schoolhouse, the policies, procedures, rules, regulations and practices as stated in this document. I further understand that my actions and actions of any adult/s listed by me as authorized persons' actions that are deemed unacceptable is subject to appropriate actions by the school that will result in termination of my child from attending the school.

I give permission to allow my child to engage in all activities, learning, and appropriate freedom to explore and be curious in a respectable manner to self, others, and school property.

Parent/Guardian signature _____ Date _____

Parent/Guardian signature _____ Date _____