

MRH ECC Discover Club Family Handbook

2023-2024

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**Early Childhood Center: 2810 Burgess Ave. 63143
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Discover Club Goals & Philosophy

The Discover Club Program intends to ensure a positive, safe, and stimulating environment for students. The staff will work together to accomplish the following goals:

- Provide individualized care for each student according to their capabilities and interests.
- Handle matters of discipline in a fair and constructive manner.
- Enhance the self-image of each student by helping him or her feel respected and valued.
- Provide for the safety and welfare of all students.

Curriculum

Our children are given the opportunity to participate in developmentally and age appropriate activities. Student choice and a diverse curriculum are available to support each child's physical, social, emotional, and cognitive development. Weather permitting, children have a minimum of 30 minutes of outside play. Our students also have access to the other general use areas of the school. As part of ongoing projects your child/ren might be photographed throughout the year. If you don't want you child/ren photographed, please tell a staff member.

Grievance Procedures

Should you feel the staff is not meeting expectations and/or encounter a problem with the program operations, policies, or procedures – the following line of communication is available:

1. Lead Caregivers
2. Supervisor
3. Assistant Principal
4. Principal

*The MRH Discover Club Program is licensed by the State of Missouri.

Licensing inquiries may be directed to:

Missouri Department of Health and Senior Services Bureau of Child Care Eastern Division
220 South Jefferson St. Louis, MO 63103 314-877-0210

Discover Club Hours of Operation and Availability

Discover Club operates on the MRH school District Calendar. When the school is closed, there is no before and aftercare available.

AM Care: ECC 7:00-7:45 am.

PM Care: End of the school day to 6:00 pm

- Children ages 3–12 enrolled in MRH schools are eligible to attend.
- Preschoolers must be potty-trained in order to attend the Discover Club program.
- Discover Club is **not** available when **school is closed**. EX: Professional Dev. Days, holidays, fall, winter and spring breaks, during Teacher Work/Record Days, Teacher Comp Days, and/or inclement weather.
- Early Release days are for **K-12** students only. Care is provided at no additional fee for Kindergarten Students.

Discover Club is not a drop-in or drop-off program.

- Your child **must have been present** at school to attend Discover Club.
- Your child **cannot** be picked up from Discover Club and then return on the same day.

*Note 1st and 2nd Grade students are serviced by Y-Club.

Tuition and Payment: Payments are due according to dates on tuition record.

Tuition is due bi-weekly according to dates on tuition record. **NO FEE COLLECTED ON DAYS SCHOOL IS CLOSED FOR PDD's, LEGAL HOLIDAYS, TEACHER COMP DAYS, SNOW DAYS.**

Direct Deposit ACH is the preferred method of payment. Please complete a Direct Deposit ACH form, attach a voided check, and return to Discover Club Staff. MRH will calculate your bi-weekly payment for you and deduct it from your account.

If you are unable to pay via ACH we will accept a check or money order payable to **MRH School District**. Include your enrolled child (ren's) name on the memo line to ensure proper credit of your payment. **Cash will not be accepted.**

A Tuition Payment Record form is attached as a record for your taxes.
MRH School District tax ID# is: 43-6002166.

A 10% discount is applied to the 2nd child's tuition and each additional child's tuition.
2 days are the minimum number of days for enrollment in Discover Club.

DVN # 001328101

Student Sign-in and Sign Out

The staff will sign your child out during the AM program and sign your child in during the PM program. **AT PICK UP: BE SURE TO SEE A STAFF MEMBER BEFORE TAKING CHILD/REN**

Discover Club team members will ask for your picture ID, until members know you and those who are on your pick-up list. Please keep this list updated.

Anyone picking up your child (ren) must be at least 16 years old and on your list.

Late Pick-up

- Each family is granted a single (1) grace period for a pick-up after 6 PM.
- A \$2 per minute charge will be made for subsequent late pick-ups.
- A check for payment, paid to the order of **MRH School District**, should be made at time of pick-up or on the following day.
- For proper credit, **put your child's name on the memo line.**
- If you expect to be late, please call your respective site to let that team know. Your phone call will not excuse your late arrival.
ECC: 314-256-4514 or 314-566-3650

Allow extra time for inclement weather.

**Excessive late pick-ups may result in referral to the Principal or temporary removal from Discover Club.*

Lost and Found

All personal objects left at the end of the day will be put into Lost and Found.

Communication

Discover Club Team members are available to speak with you about any questions or concerns you may have about the program or your child while they are here.

Please visit these sites for our staff directory

<http://www.mrhschools.net/ecc/staff-directory>

During the school year, email communications may be made with the contact information you provided. Please make sure this information is current and accurate.

Email: mrhdc@mrhschools.net

Accidents, Injuries, Illness

Parents/Guardians please make sure we have accurate and local emergency contact numbers at ALL times.

The School Nurse is **NOT present during Discover Club*

Please provide the DC staff with any medical needs required by your child.

Provide a full set of clothes for your PK, K, 1, & 2 child – underwear, pants, shirt, socks, and extra shoes.

FOLLOW SAME HEALTH CHECK USED FOR SCHOOL DAY.

- Students who are absent or leave school due to illness may not attend DC
- Parents will be called to pick up their child if they have a fever – 99°F axillary, 100°F oral, they MAY NOT return to school or Discover Club until they are fever free for 24 hours.
- Parents will be called to pick up their child if they have diarrhea or are vomiting – they MAY NOT return to school or Discover Club until they are free of diarrhea or vomiting episodes for 24 hours.
- Pinkeye – they may return after being medicated for 48 hours
- Strep Throat – they may return after being medicated for 36 hours
- Chicken Pox – they may return after ALL pox are scabbed over
- Runny noses/Coughs – they may return after mucus is clear
- Head Lice – they may return when free from ALL nits

Basic first aid will be applied to minor injuries.

If child is running a fever rest will be given away from other students.

If symptoms are severe or do not improve, you will be called to pick-up your child.

*If an injury or illness is deemed an emergency you will be notified after 911 has been called.

Injuries or temporary illnesses are recorded in the Accident & Incident Log and will be reported to you upon pick-up.

For more severe injuries – with blood or head and eye trauma, an Accident Report will be completed and a copy given to you.

Child Abuse/Neglect

Discover Club Team members are required by law to report any suspicion of child abuse or neglect.

Special Needs Care/Confidentiality/Restrictions

If your child has any physical, emotional, social, or academic concerns, please inform the Supervisor/Lead Caregiver, so we may better support their needs.

Information regarding your child will only be shared with MRH and/or Special School District staff involved with your student.

Current and updated information must be shared with the Discover Club Team regarding individuals who are NOT authorized to pick-up or interact with your child(ren).

What Families & Students Can Expect

[Please review with your child(ren)]

- Students will be guided by clear, consistent, and fair limits.
- Students will be reminded of Program expectations as necessary
- Students' behavior will be redirected as necessary
- Students' communications regarding their concerns and feelings will be listened to with respect and validated.
- Students will be supported and encouraged to solve their own problems and resolve conflicts.
- Students will be guided to support their peers.
- Students should expect a well-planned and flexible program with many options which will allow freedom of choice to accommodate the interest of each student – small and large group activities.
- Students should expect their environment to be well organized and clean

Expectations of Students

[Please review with your child(ren)]

Discover Club is an MRH school program; as such **ALL school wide expectations and rules** apply.

- Students will follow directions given by DC team members
- ALL student participants and staff will treat each other with respect
- Materials, tools, equipment, toys, etc., will be used with respect and stored properly after use
- Students will be responsible for cleaning up after themselves before moving on to another activity or leaving for home
- **TOYS OR ITEMS FROM HOME OR CLASS ARE NOT ALLOWED IN DISCOVER CLUB**, with the exception of homework materials and/or special event at the school. The school will communicate with parents when these special event days will occur.

If a student demonstrates they are:

1. Not being SAFE – behavior that may result in self injury or another's injury, or the destruction of school, others, or their own property.
2. Not being KIND – exhibiting behavior that is not respectful, inclusive, encouraging, supportive, considerate, caring, courteous, and helpful.
3. Not following policies and procedures.

An incident report will be given. It will explain the situation, parents will receive copy of report and sign.

Our Discover Club Team's goal is to keep your children safe and engaged. We expect ALL MRH ECC students enrolled in DC to adhere to the school behavior guidelines and expectations already in place.

Our first approach to misbehaviors include, but are not limited to:

- Verbal reminders
- Redirection of behavior(s)
- Time away from the group in a supervised area, to refocus (refocus time is equivalent to one minute per year of child's age)
- Losing time in activity or game
- Asking student to walk away, apologize, or set things right themselves

Incident Reports

An Incident Report can be completed for extreme behaviors which may include, but are not limited to:

- Physical or emotional hurting of a peer – biting, bullying, fighting, hitting, shoving
- Disrespectful, disruptive, argumentative, and/or debasing conduct, speech and language
- Display and/or engagement in unsafe behavior to self or others
- Behavior of a damaging, destructive or harmful nature to school or peer property, and to self or others

Parents will receive the Incident Report that was completed upon arrival. The report will include the time and date of the incident, the parties involved if applicable, a description of the offending behavior(s), and actions taken after the incident.

Parents review the report with a team member, sign it, then a copy is provided the next day.

- The 1st set of 3 Incident Reports result in a **3 day** time away from DC beginning the following day.
- A 2nd set of 3 Incident Reports, result in another **3 day** time away from DC beginning the following day.
- After a 3rd set of Incident reports, a **5 day time away will be received** and then a possible removal from the DC program.

Thank you for reading the family handbook thoroughly.