

## **DISCOVERY DAY SCHOOL PARENT HANDBOOK**

**2016-2017**

**Director's office phone - 662-234-3371**

**OUUMC office fax 662-234-4202**

**424 South Tenth Street**

**DISCOVERY DAY SCHOOL** is a ministry of Oxford-University United Methodist Church. Established in 1983, DDS provides a nurturing, safe environment in which children feel loved, respected and valued while they are encouraged to develop to their fullest potential socially, emotionally, mentally, physically and spiritually. Children of all faiths and nationalities are welcome.

**We believe** that each day should be filled with joy in learning, wonder, curiosity, and engaged investigation. **We believe** that children need time to acquire play skills so that they can learn to investigate, invent and problem-solve with complexity. **We believe** that the whole child – body, soul and mind – should be nurtured and challenged. **We believe** that teachers and families working together in partnership provide the highest quality preschool experience.

### **OUR MISSION**

Discovery Day School, a ministry of Oxford-University United Methodist Church, is designed to provide preschool children with a wide variety of experiences that will encourage social, spiritual, emotional, physical and intellectual development in a positive, nurturing atmosphere. Discovery Day School operates on the belief that if a child's preschool education is an enjoyable and exciting experience, the child will approach future school experiences with positive expectations.

The objectives of the Discovery Day School program include working with each individual child to:

1. Develop a positive self-concept.
2. Develop natural curiosity and creative potential.
3. Increase independence and self-direction.
4. Develop large and small muscle skills and increase physical coordination.
5. Develop positive relationships with peers and teachers.
6. Increase competence in dealing with emotions and social situations.
7. Increase communication skills.
8. Enlarge the child's understanding of the world through exposure to new experiences, people and ideas.
9. Experience the loving care of adults whose lives exemplify commitment to the Christian community.

### **OUR PHILOSOPHY**

At Discovery Day School, we believe that effective early childhood education must be based on developmentally appropriate practices. Principles guiding our curriculum planning and classroom management include the following:

1. Children learn as total persons – emotionally, socially, physically and intellectually.
2. Children grow and develop at individual rates.
3. Children learn best when teaching is meaningful, interesting and useful.
4. Children learn through their senses – hearing, seeing, touching, tasting and smelling.
5. Children learn through active involvement – exploring, playing, manipulating and problem solving.
6. Children learn through opportunities to make choices.
7. Children learn through attitudes as well as content. Classrooms should provide a positive emotional climate in which a community of learners can learn in a noncompetitive atmosphere.

8. Children learn through play to create their own meaning and learning schemes. Play is the work of the child.
9. Children learn language through interaction. Opportunities to ask questions, to talk with their peers and to discuss things of interest to them (their art work, projects, ideas) with interested adults are vital to oral and written language development.

## **CURRICULUM FRAMEWORK**

Discovery Day School offers a child-centered curriculum based on teaching age-appropriate skills and concepts through a variety of engaging teaching strategies built on children's interests and natural curiosity about the world around them.

Concepts and skills taught in our three- and four-year-old classes are based on the benchmarks and expectations provided by Mississippi Pre-kindergarten and Kindergarten Curriculum guidelines. While learning standards and developmental sequences serve as a guide, they are not used as a checklist of "must-sees" to evaluate a child's worth.

Learning themes are built around science and social studies. Teachers are encouraged to build curriculum based on children's interests, using strategies which strengthen children's identities as thinkers, explorers, experimenters and problem-solvers.

We believe Howard Gardner's Theory of Multiple Intelligences – that children come to us "wired" for different ways of learning. Individual children have unique sets of talents and learning styles with every child having preferred ways of learning new skills and concepts. A child may show a preference for activities in one or more of the following areas – linguistic / verbal, logical / mathematical, musical / rhythmic, spatial / visual, bodily / kinesthetic, interpersonal, intrapersonal and naturalist. As educators, our goal is to build on a child's individual learning style, as well as to strengthen all ways of learning through encouragement, enrichment and support.

**The Value of Play-** Our philosophical approach is supported by research that shows play is a critical resource for learning and has a strong relationship to future academic success. Teacher-supported play builds many foundational skills and complex cognitive abilities such as memory, successful school adjustment, self-regulation, oral language abilities and better social skills. Play engages children's senses and encourages active exploration, creativity, imagination, reasoning, negotiation and motivation. Play is an essential learning tool for young children.

## **YOU CAN HELP US TEACH YOUR CHILD**

- Help your child attend regularly and on time, except when ill.
- Teach self-reliance and promote confidence by encouraging your child to put away toys, hang up coats, get dressed, eat regularly and get plenty of rest.
- Confer with teachers, but not in the child's presence.
- Take time to listen to daily experiences. Ask questions. Engage your child in conversation.
- Have crayons, paper and a variety of materials available to your child for art exploration.
- Read to your child each day.
- Take an interest in school and in the work your youngster brings home.
- Help your child become aware of and care for the world we live in.
- Don't be afraid to say, "No".
- Help your child learn to recognize and verbalize emotions and how to calm himself/herself when upset.
- Limit your child's television and computer time. Encourage creative play and social interaction.
- Volunteer to help with special activities. Share your talents and resources with your child's class.
- Let us know what your child is talking about and finding interesting at home.
- Be honest about the way you feel about the school. If you have a concern, question or suggestion, please talk with the teacher or director.

**DISCOVERY DAY SCHOOL**  
**2016-2017**  
**GENERAL INFORMATION AND POLICIES**

**ADMISSIONS POLICY**

- A child must be three or four by September 1 and toilet-trained, to be admitted to DDS. To be considered fully potty-trained, a child must be able to communicate the need for a bathroom prior to going, and must be completely independent and able to pull down pants, lift up a dress, wipe and redress themselves without assistance.
- All registration information must be complete and a computer -generated immunization Form 121 on file before a child will be admitted.

**ENROLLMENT PROCESS**

- Priority enrollment privileges are given to members of Oxford-University United Methodist Church and to returning Discovery Day School students.
- When possible, special consideration is given to siblings of presently enrolled students.
- Any spaces not reserved by priority registrants by the February deadline are immediately available to new students.

**2016-2017 CALENDAR**

- School begins two weeks earlier than usual, on August 11, 2016 with “Meet Your Teacher”. Due to the Summer 2017 renovation of our classrooms, school will dismiss two weeks earlier than usual, with our Spring Program on April 28, 2017. The school calendar is posted online and hard copies are available for parents.
- Important dates will also be noted on classroom calendars sent home monthly.

**ARRIVAL**

- Please be prompt and drive through for drop-off between 8:45 AM and 9:00 AM.
- Complete any phone calls before you enter the parking lot or driveway. Our car line is cellphone free.
- If you arrive prior to 8:45, please wait in the lobby area or your car until teachers begin unloading cars. Teachers and assistants arrive early and prior to 8:45 AM are preparing for an enriching school day.
- Please put your child’s carseat on the side which will allow your child to unload at the curb on the building side so your child does not have to walk in front of the car.
- Before your turn in line, have your child put down any food or toy item.
- Pull up to the orange cones and an assistant will greet your child and help them out of the car.
- Give your child a quick, cheerful goodbye when the teacher opens your car door and greets your child. We have lots of experience handling separation difficulties. Please trust us to get the day started well.
- If you arrive after 9:00 AM, you must park and walk your child to the classroom. A child who arrives late misses out on activities that set the tone for the day, making it more difficult to separate from parents and find a place in the group. The halls are locked from 9:15 until 11:45, so if you arrive after 9:15, you will need to come by the office to be admitted to the classroom.

**MAKE GOOD-BYES EASIER**

- **Prepare your child for the first day.**

Children like to know what to expect. Talk about the names of your child’s teacher, and the children in the class.

- **Talk to your child about the daily schedule.**

“ You are going to play outside, have snack, do some fun activities inside, sing some songs and hear a story. Then I’ll pick you up and you can tell me about all the fun you had and the new friends you’ve met.”

- **Expect some anxiety.**

Adjusting to a new situation is difficult. Children may express their anxiety by whining, clinging to you or being irritable. Be calm and don’t add to the anxiety. Give them time to adjust.

- **When it’s time to leave, don’t prolong it.**

We cannot over-emphasize this tip!

If your child senses you are unsure about leaving, the child will certainly not feel secure about being left! We have lots of experience at helping children with separation anxiety and are experts at helping children transition and engage in activities to distract them.

If you leave your child unhappy, you may call the director at 234-3371, and ask her to check on your child. Be assured that we will not let your child be inconsolable for a long period of time without calling to let you know.

### **DISMISSAL**

- Three-year-olds are dismissed at 11:45 AM and four-year-olds at 12:00 noon.
- Complete any phone calls before you enter the parking lot or driveway.
- Please drive up to the cones and we will walk children to the first four parents in line, with parents standing beside the car.
- Parents load and buckle in their own children. To avoid worrying your child or inconveniencing teachers, please do not pick up your child late.
- Wait in line to exit the parking line after loading your child. Pulling out and around cars in line endangers children and parents.
- Beginning at 12:01 for three-year-olds and 12:16 for four-year-olds, a late charge of \$1.00 per minute for the first five minutes, and \$2.00 per minute thereafter, will be assessed for any student not picked up on time.
- If your child is not picked up and we are unable to reach either parent, we will call people on your emergency contact list and people who have permission to pick up your child.
- DDS will dismiss 15 minutes early Fridays of SEC home football games for Ole Miss to help parents avoid the worst of the combined Friday lunch hour and weekend traffic.
- Early dismissal days will be listed on the online school calendar on our website.

### **PICK-UP AUTHORIZATION**

- Please make any pick-up plans PRIOR to dropping your child at DDS.
- If your child has a change in pick-up plans, we must have a written note from you sent in your child's DDS bag that day. We will not release a child to an unauthorized person.
- If you send someone other than the usual person to pick up your child, in addition to the written permission note sent to the child's teacher, please alert this person that he or she will need to park and walk in, and show the child's teacher or assistant teacher a government-issued photo ID. This person must have your DDS name placard displayed in the front windshield.
- Never send someone your child does not know to pick up your child.
- If you leave a car seat at school for your child's ride home, please make certain that the teacher is aware and that the car seat is labeled with your child's first and last name.

### **FEES**

- The \$175.00 registration fee is submitted with the registration form.
- The August tuition payment is due upon notification of acceptance into DDS.
- Tuition for September through April may be paid in one of three ways:
  - 1) One lump sum - one tuition check dated September 1, 2016 ( 3 day = \$1400.00; 5 day = \$2000.00)
  - 2) Two semester checks - one post-dated for September 1, 2016, and the other dated January 1, 2017, ( 3 day = \$700.00; 5 day = \$1,000.00)
  - 3) Eight monthly checks - each check post-dated for the first day of each month, September through April ( 3 day = \$175.00; 5 day = \$250.00)
- Regardless of which payment plan is chosen, all tuition checks for the year are due at the "Meet Your Teacher" parent meeting on August 11, 2016.
- Please make checks payable to "OUUMC Preschool Programs".
- There is a fee of \$25.00 for checks returned for non-sufficient funds. If you change checking accounts, be sure to replace monthly tuition checks.

### **SCHOLARSHIPS**

- Believing that every child can benefit from a quality preschool experience as the basis for future school success and adjustment, DDS offers need-based scholarships.
- For more information on scholarships, contact the Preschool Programs Director.

**STAFF**

- Our staff are qualified and dedicated professionals who participate in a continuous program of in-service training and professional study.
- Classroom teachers have degrees in early childhood or elementary education, curriculum and instruction, gifted education or other child-related fields.
- All teachers and teaching assistants are required to attain a minimum of 15 clock hours of professional development each year.
- Most staff members hold current certification in CPR and First Aid.

**NEW STAFF**

- We hope to not have changes in staff during a school year. However, if a change occurs we will make the transition as smooth as possible.
- You will be informed of the change and when possible, we allow the children to say good-bye and the new teacher to meet the class before the previous teacher leaves.

**KEEPING PARENTS INFORMED**

- Prior to the first of each month you will receive a classroom calendar and note with the special activities and unit themes.
- All newsletters, calendars, field trip information and notes are sent home with your child's artwork in the DDS tote bag.

**TOTE BAGS**

- Each student receives a personalized DDS tote bag.
- These bags, our link to home, are used for show and tell items, notes and artwork.
- Please send this bag to school each day and check the bag every night.
- A limited number of replacement bags are available for purchase.

**CLOTHING**

- Dress your child comfortably in clothes that allow for independence in the bathroom.
- We play outside and work with glue, paint and other messy substances daily.
- All children must wear rubber-soled tennis shoes with socks to participate fully and safely in Locomotion and outdoor playtime. No cowboy boots, flip flops, sandals or crocs allowed.
- Please send an extra complete change of clothing to be left at school.
- Please send a coat or jacket in cold weather as we will have a short playground time most days. Coats and sweaters should be labeled with your child's name.
- Clothing with skull logos, skeletons, ghosts, vampires and "sassy" quotes, are not appropriate for Discovery Day School, nor are Halloween costumes.

**BIRTHDAYS**

- Celebrating a birthday is important to preschool children and we encourage you to celebrate your child's birthday with special refreshments.
- Talk with your teacher to set a date and for refreshment ideas which allow for any food allergies of classmates. We are a peanut-free, tree-nut free facility.
- Please do not send candy, gum, gifts, treat bags or party favors for children on birthdays or holidays.
- Invitations to birthday parties outside of school may only be given out at school if each boy and girl in the class is included.
- Invitations will not be given to individual children in other classes.

**CHAPEL**

- Every Wednesday morning, Discovery Day School students attend Chapel, a 20 minute time for songs, Bible stories and Bible verses led by a Director of Children's Ministries, Kara Howland.
- At Chapel, we seek to give our students a non-denominational foundation of well-known Bible stories and parables from the Old and New Testament. We believe this foundation in scripture and understanding of Christ's teachings will provide a model for a life-time of decision-making and respect for others.

## LOCOMOTION

- In addition to our free play recess, Discovery Day School students enjoy “Locomotion”, a fifteen minute period of large motor skill development each morning.
- Through organized games, obstacle courses and relays, students develop age-appropriate skills in jumping, running, hopping, kicking and catching balls, balance and coordination.
- For safety and enjoyment, your child must wear tennis shoes and socks each day.

## HOLIDAY PARTIES

- Please volunteer to host one class party by providing a holiday-themed snack and activities for the children. Please do not bring party favors, gifts, balloons or treat bags to go home.
- Check snack ideas with your child’s teacher. Avoid snacks with peanuts or tree nut products.
- Avoid monsters, witches, skeletons, and music or activities which might be scary.
- No costumes or masks.
- The class party is a very special time for your child and your child’s classmates. We request you make other childcare arrangements for siblings.

## HEALTH

- For the health and safety of all our children and their families, we will err on the side of caution and send home any child who is not feeling well or shows signs of sickness.
- Keep your child home if your child is listless or cranky, has no energy or has no appetite.
- Notify us if your child has a communicable illness such as chicken pox, mumps, strep, etc., so we may make other parents aware that their child has been exposed.
- No medications will be administered to the children.

***Note: Some illness are contagious for 48 hours following fever, vomiting or diarrhea. Please use your best judgment before sending your child to school following illness.***

### **Keep your child home if they have had:**

- **Fever** – A temperature of 100 or greater in the last 24- 48 hours. A child must be fever-free for 24 hours without the aid of Tylenol or Ibuprofen.
- **Runny nose / Congestion** – If your child’s nose needs to be wiped frequently, regardless of whether the discharge is clear or thick.
- **Coughing** – If a cough occurs more than once every five minutes. Children are not old enough to cover their mouths and spread germs easily.
- **Vomiting / Diarrhea** – Either within the last 24 - 48 hours.
- **Eye Discharge** – **If discharge returns after wiping or if there is redness of the sclera, the white of the eye.**
- **Ear infections** – **Viruses and bacterial infections that cause ear infections can be contagious if accompanied by fever.**
- **Rash** – **If you do not know the cause of the rash, or you know it to be contagious.**
- **Biting** – **For the safety of others, a child who inflicts bruises or breaks the skin must be kept at home until the biting phase has passed.**
- Although biting is not an illness, it is a physical hazard to other children and can require medical treatment, and cause scarring.
- If a child bites more than once, we will ask you to keep your child out of preschool until the stage is passed.
- Our purpose is not to punish the biter. Just as keeping a sick child at home is to protect others, not punish the sick child, keeping a biter at home is to protect the other children in the class.
- Tuition cannot be prorated or refunded for a child kept at home for biting or illness.

## DISCIPLINE

- Discipline is not a synonym for punishment. At DDS, we focus on preventative discipline by re-directing children and teaching positive behaviors. We emphasize logical consequences as opposed to general “time-outs”. For instance, if a child throws blocks, the teacher would remind the child that blocks are for building, not for throwing and direct the child to another play area or learning center.
- We believe classroom management works best when a teacher works with an individual child privately and respectfully. Behavior charts, such as stoplight systems, are not in line with our philosophy.
- If we have an ongoing behavioral concern, we will alert the parents and enlist your help to correct the behavior.

### **AGGRESSIVE BEHAVIOR**

- Aggressive behavior includes, but is not limited to, biting, pushing, kicking and hitting, which is not in retaliation or response to another student's actions and which results in physical injury to any other student or teacher.
- We understand children are growing, learning, and experimenting with many emotions and ways to handle them, but we do not allow continued, aggressive behavior.
- The first aggressive incident will be dealt with in the classroom firmly and the parents will be notified of the behavior.
- If the behavior occurs after the first incident the parents will be contacted immediately to remove the child from school for the remainder of the day.
- Parents, the teacher, the teacher's assistant and the director will meet to establish a plan to correct the behavior.
- The child will remain suspended from the program until the behavior is corrected.
- If the behavior occurs upon return to the program, the director reserves the right to remove the child from the program permanently.

### **NUTRITION**

- In accordance with state licensing regulations, children are not allowed to bring breakfast, personal snacks, or drinks into the building.
- We provide nutritious snacks taking into account any food allergies in the class, but generally including cereal, fruit, cheese, crackers, or yogurt. We drink water to promote healthy habits.
- We make a concerted effort to introduce our students to healthy eating habits and encourage them to try nutritious foods in a variety of colors and textures.

### **SNACK STARS**

- Your child will have the opportunity to be a "Snack Star" one Friday each semester.
- Snack Stars provide snacks for the class. The snack may be a favorite treat of the child's choice, or relate to a current study unit or upcoming holiday although this is not necessary.
- Please include a fruit as part of your snack.
- Please do not send gum, candy, peanuts, peanut butter or other tree nut products, please.
- Check with your teacher for other suggestions and specific allergies in the classroom.

### **TOYS**

- We provide a wide variety of manipulative materials and activities for the children.
- Personal toys should stay at home, unless your child chooses to bring one for show and tell. These toys can get lost or broken and are often too "special" to be happily shared with classmates.

### **SHOW AND TELL**

- "Show and Tell" provides opportunities to build self-confidence as a child becomes the center of the classroom's attention and shares an important item from home.
- Show and Tell also provides numerous opportunities for language development as your child uses vocabulary, descriptive language and story-telling skills. Classmates practice critical thinking, listening, observing and questioning skills.
- Help your child choose one item to present to classmates for his or her designated Show and Tell day.
- The item must fit in your child's bag.
- No toy guns, knives or weapons are allowed at school.
- "Science" discoveries such as shells, leaves, seeds, etc., are always welcome. Some pets may be allowed to visit, but only with prior permission.

### **FIELD TRIPS**

- Meaningful, well-planned field trips are a valuable way to provide the hands-on experiences which are an important aspect of early childhood education.
- Blanket permission slips are included in the registration forms. Individual permission slips for specific field trips are also required.
- Field trips will be noted on monthly calendars.
- Students wear their class DDS T-shirt on all field trips.

- If you volunteer to help with a field trip, please make other arrangements for any siblings. Your help on a field trip is special for your Discovery Day School child, who deserves your full attention. Teachers also need your undistracted help to keep our students safe and focused.

### **T-SHIRTS**

- DDS T-shirts are provided to each child at the beginning of school. Each class has a different color, to make counting heads easier on field trips.
- Please send your child in their DDS T-shirt on the first full morning of school.
- We encourage the students to wear DDS T-shirts for all field trips and other special school activities, and any other day he or she wants to!
- A limited number of replacement T-shirts may be available for purchase.

### **SUN SAFETY**

- DDS observes sun-safe practices in the location and length of outdoor activities.
- Parents with special concerns about sun exposure are encouraged to apply sunscreen at home.

### **TRANSPORTATION**

- Although many DDS field trips are walking excursions, it is occasionally necessary to utilize private cars to transport children off campus. The safety of DDS students is of primary importance.
- In accordance with state law, the following requirements must be met for the transportation of students during the school day:
  - Drivers must have a valid state of Mississippi driver's license.
  - Drivers must have proof of liability insurance on file in the director's office.
  - Children board and exit the vehicle from the curbside of the street.
  - All children and adults in the car must be properly restrained. At no time should more than one child be buckled into the same seatbelt.
  - At no time shall a child be transported in the front seat of a vehicle.
  - In addition to the driver, at least one adult is required in each vehicle.
  - All children shall be transported only if the child is securely fastened in a child safety seat that meets Federal Motor Vehicle Safety Standards (FMVSS<49 CFR 57.213) which must be indicated on the child safety seat. The child safety seat must be appropriate to the child's weight and installed and used according to the manufacturer's instructions.
  - All child must be buckled into a child passenger restraint device (car seat) or age-appropriate system meeting FDMV safety standards.

### **PARENT CONFERENCES AND COMMUNICATION**

- Parent/teacher communication is a vital component of a quality preschool experience.
- We are happy to talk with you about your child at any point during the year.
- All parents will meet with their child's teacher for an individual conference in early spring. Please make child care arrangements for your conference time. Parent-teacher conferences do not take place in the presence of children and children may not be left unsupervised.
- Teachers do not have cell phones during school hours. As a teacher's first responsibility during school hours is to the students in the classroom, conferences are set outside of school hours.
- Please call or email your child's teacher, or the preschool office, to set an appointment.
- The pick-up / drop-off line is not an appropriate time for a conference, even a very brief one.

### **EVALUATION AND SPECIAL SERVICES**

- Our intention is to be in close communication with you.
- If we have concerns about your child's development we will discuss our observations with you. We are not experts in diagnosing, but we are sensitive to emerging concerns.
- We can help you search for answers and guide you to appropriate specialists. We always want to partner with you for the good of your child.



## **SOLICITATIONS**

- DDS does not send home solicitations such as advertisements for fundraisers, parent businesses or invitations to home parties such as Kelly's Kids or Pampered Chef.

## **WONDERFUL WEDNESDAY**

- DDS offers an extended day option on specific Wednesdays throughout each semester.
- A limited number of spaces are available to students in our DDS three and four-year- old programs. Parents may sign up at Meet Your Teacher, or in January, on a first-come, first- served basis.

## **SCHOOL PROGRAMS**

- We have several programs during the year to which parents and/or other family and friends are invited.
- "Meet Your Teacher" is an orientation for parents or a parent representative. This meeting is your opportunity to ask questions, sign up for school activities, receive important school information and meet other parents.
- All family members and friends are invited to attend these special events, including a Christmas nativity musical and a spring program at the end of the school year.

## **DISMISSAL FOR INCLEMENT WEATHER**

- Our program will be dismissed for severe weather if the Oxford City Schools suspend classes or if weather conditions are determined to be unsafe for transporting young children or requiring teachers to be present.
- We will often close if Lafayette County Schools are closed as we have children and teachers in the county district as well.
- Teachers will also text their parents with school closing information as soon as a decision is made, generally no later than 7:00 AM.
- If the public schools delay opening for weather reasons, we will not have school.
- Should DDS or MMO be closed more than three total days during the school year for snow or ice, we will make up a snow day on the Monday following Easter.

## **EMERGENCY PROCEDURES**

- Fire drills and severe weather drills are practiced regularly.

## **PRIVACY POLICY**

- All contact information (names of students, parents and faculty, phone numbers, email addresses and physical addresses) is distributed only for DDS-related information and events such as play-dates, birthday parties, and class parties.
- This information is not to be used for marketing purposes.
- Please do not send teachers or parents commercial solicitations, forwards of e-mails, jokes or chain letters.
- No advertising, trading of goods or services, or solicitations of any kind is allowed including "invitations" or ads for private school fundraisers, festivals or open houses.

## **SOCIAL MEDIA**

- For the safety of our students, with the wide-ranging and sometimes uncontrollable aspects of social media, it is our policy not to post photos of our students or names of our students on the internet.
- No school photos (including photos of DDS classroom activities, field trips, and holiday parties) may be posted on Facebook, MySpace, Twitter, Instagram or via any other type of social network or website.
- Teachers and parents are welcome to e-mail school photos directly to each other. Some teachers choose to post photos on a dedicated site which requires a password.

### **DDS Handbook Signature Form**

Please print this entire handbook and bring it to the August 11 “Meet Your Teacher” parent meeting. After you have asked any questions, you must complete this form and turn it in before leaving the MYT meeting. MSDH, our licensing agency, requires this form for each child before a child comes for the first day of school

I have carefully read the Discovery Day School Student Handbook and understand the policies, guidelines and procedures. I have clarified any question or concerns before signing this form.

**Parent Name (printed)** \_\_\_\_\_

**Parent’s Signature** \_\_\_\_\_

**Child’s Name** \_\_\_\_\_

**Child’s Teacher and Class** \_\_\_\_\_

**Date** \_\_\_\_\_

**OUUMC PRESCHOOL PROGRAMS**  
**Student Information Update, 2016-2017**

*Please complete and return at "Meet Your Teacher" on August 11, 2016.*

Student's Name \_\_\_\_\_ Teacher \_\_\_\_\_

With whom does the student reside? \_\_\_\_\_

Primary E-mail Address \_\_\_\_\_

Primary Phone for Emergencies – A parent's cell number, or the number at which school personnel are most likely to reach a parent or guardian

Name \_\_\_\_\_

Relationship to student \_\_\_\_\_ Phone \_\_\_\_\_

List other contacts, should we be unable to reach your primary phone contact. These contacts **MUST RESIDE** within Lafayette County.

1. Name \_\_\_\_\_

Relationship to student \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_

Relationship to student \_\_\_\_\_ Phone \_\_\_\_\_

Please list people who have permission to pick up your child throughout the school year. Include regular carpools, frequent babysitters, local relatives or anyone who may frequently pick up your child and has your ongoing permission to do so.

NAME

PHONE NUMBER

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Other Information – Please attach a sheet listing any medical, developmental or other information which has changed since registration to help us provide the best care for your child.

Signed \_\_\_\_\_ Date \_\_\_\_\_

