

# *Life Discovery School*

*Serving Our Community Over 30 Years  
Equal Opportunity Care Provider*

Dear Parent,

**Welcome to Life Discovery School!** We are a loving daycare, preschool and pre-kindergarten for the children of our community. Our commitment is to build strong families, and provide children with a safe, loving, nurturing environment to learn and grow... ***one child at a time.***

If there is anything we may do to be of service, please contact the school office at 610-543-5726, Ext. 3. Our door is always open and we love to hear from you. We welcome your calls and comments.

Sincerely,

*Katrina*

Katrina Wachenfeld

Director

Email: [director@lcfconnect.com](mailto:director@lcfconnect.com)

Business Cell: 484-416-1003

[www.lcfconnect.com](http://www.lcfconnect.com)

Life Discovery School Pennsylvania State License #198380

Life Discovery School Tax #23-288-4746

Revised 11/14/13

# *Life Discovery School*

*Once upon a time, there was a special child who discovered new things every day. Each day there were new ideas, thoughts, and images to expand this young person's world. The child became happier, brighter, and more creative each day. Those who love this child were proud and pleased as they shared in the discoveries, and they encouraged the discovery even more. Each day vistas grew and the young mind sparked with joy. Life Discovery School assumes an active role in guiding the child to explore, manipulate, create, experiment, observe, and DISCOVER!*

## **SERVICES PROVIDED**

Life Discovery School provides infants through pre-kindergarten with a structured academic program based on age, ability of the child, and the requirements of the Department of Education. Reading, math readiness, and other area of curriculum are presented in a loving and enjoyable manner. Music, dancing, exercise, and free play are also part of the daylong program.

All students are given ample opportunity to exercise either in our new large outdoor playground or within each classroom. Regular art activities are also pursued in all classes to help in the development of fine motor skills and each child's pride in his/her creative abilities.

## **HOLIDAYS**

The school is closed for the following ten holidays: Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, President's Day (Teacher In Service – Training Day), Good Friday, Memorial Day and July 4<sup>th</sup>.

## **SNOW DAYS**

Every effort will be made to have school open during inclement weather. If, however, it becomes necessary to close school due to hazardous conditions, tuition payment for that day will be required. Snow closing announcements will be given by school name on TV CHANNEL 3-CBS, 6-ABC, 10-NBC. If in doubt, please call the school office at (610) 543-5726 or visit our website [www.lcfconnect.com](http://www.lcfconnect.com) and click on the Life Discovery School tab.

## **ABSENCES**

Please call the school office and let us know if your child will be absent. We care about your children, and want to know when they aren't feeling well.

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*According to PA Code #3270. 171 for child day center, the following procedure must be provided to all parents.*

## **DROP-OFF**

1. Park vehicle on the side of the Life Discovery School parking lot closest to the school building. (Due to zoning regulations you may only park in the facility parking lot.)
2. Completely turn off vehicle engine, (DO NOT LEAVE VEHICLE WITH ENGINE RUNNING!), and take keys out of the ignition.
3. Upon exiting vehicle, shut all vehicle doors.
4. Enter with your child through the front doorway of the school building.
5. Bring your child to his/her classroom and communicate to a school staff member that your child has arrived for the day.
6. Leave the school through the front door.
7. If possible, take a right onto Springfield Road when departing the school parking lot since this is a safer route.

## **PICK-UP**

1. Park vehicle on the side of the Life Discovery School parking lot closest to the school building. (Due to zoning regulations you may only park in the facility parking lot.)
2. Completely turn off vehicle engine, (DO NOT LEAVE VEHICLE WITH ENGINE RUNNING!), and take keys out of the ignition.
3. Upon exiting vehicle, shut all vehicle doors.
4. Enter with your child through the front doorway of the school building.
5. Bring your child to his/her classroom and communicate to a school staff member that your child is leaving for the day.
6. If you are having any other person beside those designated on the Emergency Contact Form picking up your child, it is a regulation on the Emergency care center and indicates the name of the person picking up your child.
7. Leave the school building through the front door.
8. If possible, take a right onto Springfield Road when departing the school parking lot since this is a safer route.

*Thank you for your cooperation.*

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## **THINGS TO BRING ON YOUR FIRST DAY:**

On your child's first day he/she will need the following:

- Paperwork (Enrollment Form, Emergency Contact Form, Child Health Assessment, Non-Discrimination Form, Emergency Operations Plan, Handbook Receipt)
- Schedule for infants under 1 year.
- Formula and bottles
- Drinks-sippee cups
- Lunch and two snacks
- Crib sheet (for nap cots) and small blanket for all nappers ages 1-5
- Diapers
- Change of clothes and sneakers for the current season / playground

Note: All items from home must be labeled with the child's full first and last name. This includes coats, hats, gloves and boots in the fall and winter months. Extra clothing left in the cubbies should also be labeled.

# Life Discovery School

\*To help insure the health and safety of all the children at Life Discovery School, please refer to our Student Wellness Policy.

## STUDENT WELLNESS POLICY

All children at Life Discovery School will have physicals with immunizations at ages 3, 6, 12, 18 months and on the 2<sup>nd</sup> birthday and every birthday thereafter. Parents need to make sure that a Health Assessment Form is taken to the doctor and returned to LDS the next school day.

We want to provide a safe environment for your child. We want to be that *home away from home*. When your child is ill, you do not invite other children over especially if they are ill. The sick child's immunity is low and is more capable of picking up other "bugs". Because the immune system is lower, he/she will not be as capable of fighting the new bug. For your child's protection and for that of others, sick children cannot be admitted to Life Discovery School. Signs of illness may include one or more of the following symptoms:

- Abnormal Skin Color, Eye Color, Urine or Stool, Blood in the Stool, Diarrhea
- Eye Drainage/Eye Discoloration or Redness
- Fever over 100° (Taken Under the Arm)
- Infestation (Lice or Worms)
- Lethargy that is Unexplained
- Mouth Sores
- Persistent Complaints of Pain, Respiratory Distress, Chronic Cough
- Runny Nose where the Drainage is not Clear
- Skin Rash
- Vomiting

If your child's physician has diagnosed your child with a communicable disease, the child must bring a note from the physician that states the child is able to return to the child care environment.

A child with a fever, vomiting, or diarrhea cannot be admitted for childcare until he/she is symptom free for 24 hours without the use of acetaminophen or other aids. We cannot give medicines to reduce fever or gastrointestinal distress during the day. When a child becomes ill, the parent will be contacted to take the child home as early as possible. If the parents cannot be reached, those people listed on the emergency contact list will be contacted. Adhering to this standard student wellness policy helps to ensure the health of other children in Life Discovery School.

We are able to administrate several medications, but they need to be in the original container. A medicine log must also be filled out.

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## TUITION AND PAYMENT POLICY

The tuition and payment policy of Life Discovery School family is listed below. Our price structures are designed to meet our operating expenses while keeping your needs in mind. In reviewing this policy, it is important to understand that when children are enrolled, schedules are arranged for an entire school year. There will be no tuition adjustments for the holidays that the school is closed, family vacations or sickness when the child does not attend. Tuition for part-time students must be paid for the number of days your child is enrolled rather than the actual number of days your child attends on a weekly basis. Part-time children can not attend more days than enrolled without contacting the school office.

Tuition may be paid on a weekly or a monthly basis. If you choose to pay weekly, the payment is due on the **first day** of the week that your child attends. If you choose to pay monthly, payments are due on the **1<sup>st</sup> of each month**. Monthly statements are not issued by Life Discovery School unless requested. Tuition receipts are available upon request. We accept cash, checks, and money orders.

### Tuition Schedule Effective September 1, 2014 – September 1, 2015

#### Registration Fee \$85.00 (One-Time Per Family Fee)

#### *FULL-DAY*

	<u>Monthly</u>	<u>Weekly</u>
<b><u>Under 2 Years Old</u></b>		
5 full days	\$1,050	\$255
4 full days	\$ 905	\$220
3 full days	\$ 775	\$190
2 full days	\$ 565	\$145
<b><u>2-Under 3 Years Old</u></b>		
5 full days	\$ 850	\$210
4 full days	\$ 745	\$185
3 full days	\$ 650	\$160
2 full days	\$ 510	\$125
<b><u>3 Years Old-Pre-Kindergarten</u></b>		
5 full days	\$ 740	\$180
4 full days	\$ 670	\$165
3 full days	\$ 610	\$150
2 full days	\$ 440	\$110

# Life Discovery School

Tuition Schedule Effective September 1, 2013 – September 1, 2014

Registration Fee \$85.00 (One-Time Per Family Fee)

## **PART-DAYS**

	<u>Monthly</u>	<u>Weekly</u>
<b><u>Under 2 Years Old</u></b>		
5 half days	\$665	\$160
4 half days	\$555	\$135
3 half days	\$450	\$110
2 half days	\$340	\$ 85
<b><u>2-Under 3 Years Old</u></b>		
5 half days	\$540	\$135
4 half days	\$460	\$115
3 half days	\$375	\$ 95
2 half days	\$300	\$ 75
<b><u>3 Years Old-Pre-Kindergarten</u></b>		
5 half days	\$505	\$130
4 half days	\$440	\$115
3 half days	\$360	\$ 90
2 half days	\$265	\$ 70

## **HALF-DAY SCHEDULE**

The regular hours for children attending school for a half-day are flexible and must not exceed a maximum of 5 hours per day.

## **BEFORE AND AFTER SCHOOL PROGRAM**

The rate for 5 days - \$94.00 Per Week (Morning Care Only \$53.00 Per Week / After School Care Only \$64.00 Per Week)

## **SUMMER PROGRAM RATES**

The rate for our summer program is the same rate as our pre-kindergarten class. This includes before and after care.

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## **NON-PAYMENT OF TUITION**

Parents will be contacted if their account becomes one week overdue. If payment is not received and the account reaches two weeks of delinquency, parents will be asked to remove their child from the daycare facility. Children will not be permitted to return to Life Discovery School until tuition fees are current.

## **HOURS OF OPERATION AND LATE PICK-UP FEE**

The school hours of operation are 7:00 AM – 6:00 PM. We do have someone on premises at 6:30 AM should you need to drop-off your child early. Please make every effort to pick-up your child no later than 6:00 PM so our staff members can close the building and get home to their families. If you have an emergency and are not able to pick-up your child by 6:00 PM, please call the school office immediately. A \$10.00 per day late pickup fee will be charged to the student tuition account when the parent is late for child pick-up or has not left the building with their child and their belongings by 6:05 pm.

## **WITHDRAWAL**

If it is necessary to withdraw your child during the school year, a two-week written notification is required to the school office. Once a child is withdrawn, this opening is offered to other children on our waiting list. A personal family vacation is subject to tuition payments under terms of this enrollment contract. The child's place is kept in the classroom and teachers continue to be paid.

Life Discovery School desires to serve all families, however, an occasion may arise that will make it impossible for us to provide care for your child. Should such a situation develop, we will discuss the matter with you.

## **NONDISCRIMINATION POLICY**

Life Discovery School of Springfield, Delaware County, Pennsylvania endorses a nondiscrimination policy in which services are provided and admission / referrals are made for our childcare facility. We are an equal opportunity care provider.

**MISCELLANEOUS:** Parents interested in hiring a staff member for childcare services outside Life Discovery School must notify the school office prior to contacting the staff member.