



Parent Handbook

Revised 2026

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Welcome to Discovery Preschool

Discovery 3

Our 3-Year-Old Program is designed to create a warm and welcoming classroom community while gently introducing children to their first structured learning environment. We focus on supporting each child's overall development, including cognitive, social, emotional, and physical growth. Through hands-on activities, play-based learning, and meaningful interactions, children are encouraged to explore, create, and develop curiosity.

Discovery 4/5's

Our curriculum fosters a love of learning in a safe, nurturing, and supportive classroom environment. Activities are thoughtfully planned to promote fine and gross motor development, as well as social, cognitive, and emotional growth, while building foundational kindergarten readiness skills.

Children develop problem-solving, communication, collaboration, and critical thinking skills while being introduced to name recognition and writing, letters, numbers, colors, and shapes. Learning takes place through play, role-modeling, and hands-on experiences that thoughtfully balance academic concepts with both teacher-guided and self-directed activities.

Our staff is committed to supporting each child as an individual and creating an inclusive, equitable environment where all children feel valued, confident, and ready to learn.

Withdrawals

Two weeks' advance notice before the first of the following month of withdrawal is required.

Payments

Automatic payments are withdrawn on the first of each month. If a payment is missed and a balance is accrued, your child's enrollment in the program may be subject to suspension or removal. Children will not be able to begin the new school year with any overdue account balances.

Monthly payments are calculated by dividing the total cost of the school year by the number of months we are in session (September through August). This ensures that payments are evenly distributed across the school year.

Sign In & Out

For sign-in and out, an adult must walk their child into the front doors of your child's classroom. Children may be dropped off no earlier than five (5) minutes before the scheduled start of class. For safety reasons, children may not be left unsupervised before class begins.

Only individuals listed on the Authorization for Pick-Up Form are permitted to pick up a child from the program. Photo identification is required for all individuals signing a child out.

Aftercare: Front Doors are locked at 5:30 pm sharp. Please make sure you have your child picked up before this time, or a late fee will be charged.

If, for some reason, you are running late, please call to let the staff know.

Missed Class Days

Credits will not be given for missed days. All scheduled days must be paid, regardless of the child's attendance.

Late Fee

A \$1 per minute late fee will be applied for pick-up past the five-minute grace period. After the 5-minute grace period, recreation staff will attempt to contact a parent or emergency contact person to pick up the child.

What to Bring Daily

Morning snack and a water bottle. We prefer nutritious snacks and lunches with water only in their water bottle. *Depending on student allergies, specific items may be asked not to be brought.

Children must always have a change of clothes in their backpacks.

Aftercare: Lunch, afternoon snack, small pillow, crib sheet, and blanket for rest time. We prefer nutritious snacks and lunches with water only in their water bottle.

Dress Code

All the children must wear shoes with back straps and shorts must be worn under dresses.

Allergies

If your child has any allergies, please note them on the questionnaire when you register. If your child needs an epi pen, please make sure to let the staff know and provide one for the classroom.

Toilet Trained

All children must be fully toilet-trained and able to use the bathroom independently. Diapers and pull-ups are not permitted. Bathroom independence includes the ability to dress and undress, wipe independently, flush the toilet, and wash and dry hands with little to no assistance.

If a child experiences 2-bathroom accidents in one day, the family will be contacted, and the child will be sent home. Ongoing or frequent accidents may indicate that a child is not yet ready for the program, and a discussion with the family may be recommended to determine the best next steps.

Behavioral Management

Discovery Preschool behavioral management techniques include redirection, positive reinforcement, and guidance, while emphasizing safety, respect for others, following directions, and problem-solving. We use an App called Class Dojo for communication between teachers and parents.

Discovery Preschool Discipline Procedure:

1. Verbal Warning
2. Redirect to new activity
3. Remove from the current activity and give an activity without a choice
4. Behavior Report

If rules are not followed there will be a behavior report will be issued. The rules include but is not limited to:

- Teasing, or other improper language or gestures
- Provoking or fighting with others or inappropriate physical contact including hitting and biting.
- Leaving the premises without permission
- Talking back or failing to follow instructions from Preschool Teachers
- Disruption of activities including excessive screaming, crying, throwing objects, and physical removal from activity
- Misusing equipment and or the facility
- Endangering self or others

The following procedure is used for unacceptable behavior:

- | | |
|--------------------------------|---|
| • 1 st Notification | Unacceptable Behavior Report |
| • 2 nd Notification | Behavior Plan & Meeting with Parents |
| • 3 rd Notification | 24-Hour Suspension |
| • 4 th Notification | Write-up, one-week suspension from the program. |
| • 5 th Notification | Write-up and removal from the program. |

Preschool staff reserves the right to determine consequences based on the gravity of the incident.

If your child is suspended or removed, there will be no refund issued for the remainder of that month

Physical Aggression

Ongoing or serious physical aggression toward children or staff may lead to immediate dismissal from the program.

Illness Policy

If your child becomes ill at school, you will be contacted and must pick them up immediately or as soon as possible.

Children may **not** attend preschool if they have:

- A fever
- Diarrhea
- Vomiting
- Hand, Foot, and Mouth (HFM)
- Pink eye
- Head lice
- Or any other contagious condition.

Children must stay home for 24 hours after a fever, diarrhea, or starting antibiotics. For strep throat, children must be out 48 hours after starting prescribed antibiotics and be symptom-free for 24 hours.

If your child shows signs of a communicable illness (e.g., pink eye, impetigo, HFM), they must be picked up and may return with a doctor's note.

Head Lice

If a child has nits or lice the child will be sent home. The child must be treated and nit-free before returning to school. Staff will recheck upon the child's return, and a 2nd check will be done a few days later.

Injuries

Staff are certified in First Aid and CPR. If an injury occurs during program hours, the staff member in charge will take whatever steps may be necessary to obtain emergency medical care warranted. These steps may include, but are not limited to:

- Provide immediate first aid.
- Attempt to contact the parent/guardian.
- If the parent/guardian cannot be reached, we will attempt to contact others on the emergency contact form.
 - A parent will always be notified via phone call or message if a head injury occurs.

In the event of a serious injury, emergency medical services (911) will be contacted immediately, followed by notification of the child's parent or guardian. A Preschool staff member will stay with the child until a parent, guardian, or other authorized adult arrives. For safety reasons, Preschool staff may not transport children.

Weather Policy

Discovery Preschool follows the Medford School District for weather-related information—Tune into local news, the school district website, or Class Dojo for closures or late starts.

- **Closure:** We will be closed for the school day. There are no make-up days due to weather closure.
- **Late Start:** No AM Care available
 - Preschool hours for BOTH classes 10:00 am-1:00 pm
 - No Lunch Bunch available
 - Aftercare 1:00 pm-5:30 pm

Toy Policy

Children are not allowed to bring toys from home unless it is part of a scheduled activity. Discovery Preschool will not be responsible or liable for lost or damaged personal items. Children enrolled in aftercare can bring a stuffy to keep with their bedding at school.

Field Trips

All field trips require parent participation. The staff are unable to transport children

in City or personal vehicles.

Contact Information

Molly Nyberg: Preschool Director

Office: 541-774-2480

Email: Molly.Nyberg@cityofmedford.org

Preschool Classroom

4/5's Classroom: 541-774-2487

3's Classroom: 541-774-2414

Santo Center Front Desk: 541-774-2400

Customer Service Email: parks@cityofmedford.org