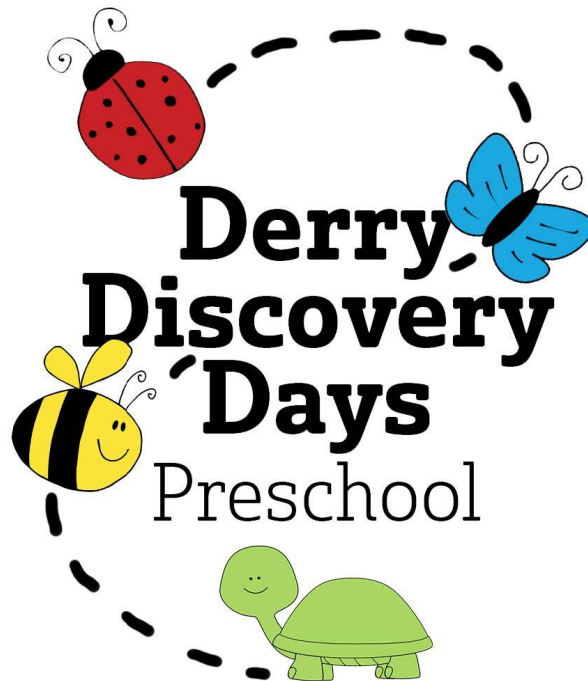


# 2020-2021 Policies & Parent Handbook



An outreach ministry of Derry Presbyterian Church  
*A congregation of the Presbyterian Church (USA)*

248 East Derry Road, Hershey, PA 17033  
717-533-9667

[ddd@derrypres.org](mailto:ddd@derrypres.org)

<https://derrypres.org/education/discovery-days-preschool>

Welcome to Derry Discovery Days!

We consider it a privilege to have your children at Derry Presbyterian Church's Derry Discovery Days Preschool. As your little ones discover the world around them, make new friends, create and play, we hope to surround them with God's love.

Derry Discovery Days operates as an outreach ministry of Derry Presbyterian Church, a congregation of the Presbyterian Church (USA). Our mission is to provide a values-based program which helps children gain positive social, emotional, intellectual and physical experiences in a safe and nurturing Christ-centered environment. DDD is a PA Department of Human Services licensed program.

We strive to fulfill our mission through the following:

- Employing staff who have a deep understanding and respect for children
- Maintaining a low teacher-child ratio
- Exposing children to a variety of developmentally appropriate activities to stimulate their natural desire to learn, build social skills with adults and peers, and successfully transition to Kindergarten
- Keeping lines of communication open between parents and staff
- Providing support for the program from the church community & Derry Discovery Days Board
- Valuing the uniqueness and individuality of each child

Please note that much of the information from DDD's COVID-19 Plan has been incorporated into this Parent Handbook. However, all information in the COVID-19 plan supersedes any information from a typical school year that may be listed here. If you have any questions or concerns, please contact me and I will be happy to discuss the program with you.

Blessings,

Laura Cox, Interim Director

*Derry Discovery Days is a private preschool that admits children of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to children in the program. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, or in any other aspect of this program.*

## Table of Contents

Program & Registration	4
Payment Policies	6
Curriculum	7
Classroom Management	8
Preschool Calendar	9
Inclement Weather Closings/Delays	10
Parking & Drop off/Pick up Procedures	10
Illness, Medication & Accidents	11
Additional School Policies & Recommendations	13
Emergency Plan Procedures	16
Non-Discrimination in Services	17
Derry Presbyterian Church Information	18
Confirmation of Receipt-- <i>**Signature Required**</i>	20

*Information contained in this Parent Handbook is subject to change. Check the Derry Discovery Days webpage at [www.derrypres.org](http://www.derrypres.org) for updates, or call the church office.*

# Program and Registration

Derry Discovery Days serves children who are between the ages of 12 months and walking by September 1st to pre-kindergarten. Children are placed in classes according to their ages. The regular program operates Monday-Thursday mornings from 9:00am-11:30am. We also offer an afternoon 4/5 year old class Monday-Thursday from 12:30pm-3:00pm. DDD is typically in operation from the Tuesday after Labor Day (September) through the Thursday before Memorial Day (May). This year has a late Labor Day so the 2020-21 school year will be Monday August 31 through Thursday May 20th (still a 38 week school year). **Dates, start times and programs for this school year have been impacted by the COVID-19 pandemic.**

Lady Bug 1's have a 2 day (MW or TTh)/week option. Turtle 2's and Busy Bee 3's children have a 2 day (MW or TTh)/week or a 4 day (M-Th)/week option as space allows. The Butterfly 4/5's class meets 4 days/week (M-Th) either in the morning or afternoon.

**Lady Bug 1's class:** Children 12 months old and walking by September 1st

**Turtle 2's class:** Children 24 months old by September 1st

**Busy Bee 3's class:** Children 3 years old by September 1st and potty-trained

**Butterfly 4's & 5's:** Children 4 years old by September 1st and potty-trained

DDD will accept applications to enroll in the upcoming school year according to the approximate timeline below. Exact dates will be released closer to registration time each school year. DDD will accept applications on a first-come, first-served basis as space allows according to the timeline. Class sizes are limited so prompt registration is strongly encouraged.

January: Currently enrolled children and siblings, then Derry Church families

February and beyond: Community at large. Children are accepted throughout the school year as space allows

**Registration process:** Completion of a registration form and payment of a non-refundable registration fee of \$50 per child plus the first month's tuition (September) is required to hold your child's spot. Once fees and paperwork have been received, you will be contacted by the Director to confirm your child's admission into the program. Please contact the Director [ddd@derrypres.org](mailto:ddd@derrypres.org) or 717-533-9667 x201 to find out if space is available. Current DDD families returning the following school year will pay the \$50 registration fee at the time of registration but will not be required to pay the next school year's first month's tuition (September) until May 15th of the current school year.

**Waiting list:** If space is not available in your child's age group, your child's name will be placed on a waiting list. When there is an opening, families will be contacted in the order in which their registration form was received.<sup>1</sup> To be placed on the waiting list parents must complete the

---

<sup>1</sup> Derry Church staff who are newly hired after the initial registration period in January will have priority upon hire to be moved to the beginning of the waiting list if they wish their own child to attend DDD.

registration form found on the DDD website and send it to the Director. There is no fee collected to be on the waiting list. The registration fee will be collected if a spot opens up and your child would still like to attend the program. DDD will enroll children through the school year as space allows.

### **Additional Programming Opportunities**

***THE FOLLOWING PROGRAMS ARE NOT BEING OFFERED AT THE START OF THE 2020-21 SCHOOL YEAR DUE TO COVID-19.***

***If the pandemic lessens, we will consider adding them back later in the school year.***

***Please see DDD's enclosed COVID-19 plan for more information on policies and procedures for the 2020-21 school year as it pertains to the pandemic.***

DDD often offers additional DDD programs and/or hosts outside programs for our students through the school year.

DDD Lunch Bunch Program--Children must be at least 3-years-old and potty-trained to participate in this program. Lunch Bunch is a time for children to have extra playtime with their friends and eat their packed lunch in the classroom (**no nuts/nut butters please!**) --also giving busy parents extra time for themselves! Lunch Bunch is typically held Mondays, Wednesdays and Thursdays from 11:30am-12:30pm. The cost is \$10 and is billed monthly through our Tuition Express system (see below for details on Tuition Express). Sign up information is given at the beginning of the school year.

DDD Friday Enrichment Program--This program is designed for Butterfly 4/5's children. The program uses the Mother Goose Time Curriculum with curriculum enhancements created by DDD staff. Mother Goose Time *"is a professionally designed preschool curriculum that nurtures the whole child and supports social-emotional, physical and intellectual growth"*—fitting right with DDD's mission! This research-based and state aligned curriculum will differ from our regular Butterfly class curriculum in that it will involve more time for partner work and enhance skills needed for a smooth transition to kindergarten. It will also involve a more in-depth Math and Literacy component. *The program is meant to enhance your child's preschool experience and is not intended to replace the important things they are doing in the Monday-Thursday Butterfly classes.*

Sessions accommodate 15 children in the classroom. Children must bring a packed lunch to school on Enrichment Days (no nuts or nut butters please!). The cost for each 6-week Session is approximately \$200 and there are 4 sessions through the school year. Spots are first come, first served.

DDD Summer Camp--Children must be at least 3-years-old and potty-trained to participate. DDD offers a 4 day morning Summer camp program the week after the last day of preschool in May. This themed camp is full of fun, crafts and games! Sign up information is given closer to

the end of the school year. Availability of this program is assessed in the Spring at the end of each school year. This program is not guaranteed each year.

Soccer Shots--Children must be at least 3-years-old and potty-trained to participate. DDD hosts a Soccer Shots program here at Derry Church for DDD students on Wednesdays in the Fellowship Hall/Gym. There are two sessions offered: 11:40 am-12:20pm following morning class and 12:30pm-1:10pm following Lunch Bunch. DDD does NOT receive any monetary compensation for this program--it is provided at Derry Church as a convenience for our DDD parents and students. Sign-ups, fees and additional information can be found on the Soccer Shots website: <https://www.soccershots.org/harrisburgyork/contact/>.

## Payment Policies

### **2020-2021 Registration & Tuition:**

A \$50/child (non-refundable) Registration Fee is collected upon registration.

Busy Bee 3's = \$122/month for 2 mornings/week or \$244/month for 4 mornings/week

Butterfly 4's & 5's = \$244/month for 4 mornings or afternoons per week

Typically, tuition for September is due at Registration for the next school year. This year due to COVID-19 tuition is not being pulled until prior to our updated start date. After that **each month's tuition payment is due on the 15th of the preceding month**. For example, November's tuition is due on October 15th, December's tuition is due on November 15th and so on. The final tuition payment for the school year is May's tuition which is due April 15th.

### **Tuition Assistance:**

To determine whether a family qualifies for tuition assistance, the Derry Discovery Days Director must receive the application which asks the reasons or circumstances that they feel would demonstrate a need. Tuition assistance applications are available from the Director. Tuition assistance is limited.

### **Payment and Fees:**

DDD uses Tuition Express for payment processing. Your personal account information is safe with Tuition Express. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft. You have the choice of paying by Electronic Funds Transfer from either your bank account or credit card. A \$.42 processing fee will be added to any bank account transfer and a 2.7% processing fee to any credit card payment per transaction. In most circumstances, DDD will collect additional charges (e.g. lunch bunch payments) when tuition is due on the 15th of the month to minimize any additional processing fees. A fee will be charged if there are insufficient funds available when tuition is due. If you have unforeseen circumstances or an emergency financial situation that prevent you from paying on-time, please speak to the Director. Derry Discovery Days reserves the right to terminate services if your account remains delinquent.

### **Missed Days:**

***Credit cannot be given for vacation days or days missed due to illness or severe weather including snow days.*** Some years we have very few delays and cancellations and other years we have many. Your understanding and patience regarding the safety of our staff and students is appreciated when dealing with weather related delays and closings.

The DDD Board and Staff schedule our school year to allot the maximum number of days we are able. We take into consideration holidays in which area public schools are closed as well as the availability of the church building. Sometimes the church office is closed and therefore the building is unavailable for use even when public school may be in session (e.g. Easter Monday). The church is also a polling site for elections so we must close two days per school year due to the amount of people in and out of the building and the inability to keep the building in safe & secure lock down for the preschool on those days.

**Withdrawal Notice:**

With two weeks' or more notice of plans to withdraw from the program, the following month's tuition will be returned. Tuition will not be refunded if a child is withdrawn without notice.

## **Curriculum**

Our theme-based child-directed program strives to meet the developmental needs of children by focusing on these major areas:

**Social & Emotional Development**

- Interact positively with peers and teachers
- Learn to share with others
- Play independently, in small groups and in large groups
- Use basic table manners
- Practice self-control
- Develop positive self-esteem
- Foster independence
- Participate in dramatic play

**Cognitive Development**

- Learn new vocabulary through songs, stories, fingerplays and themes--Music classes enhance this skill
- Listen and follow directions during class time
- Listen and respond to stories, poems and songs
- Participate in reading, math & science readiness activities such as color, shape, letter and number recognition

**Physical Development:**

- Respond to music through creative movement--Zumba classes enhance this skill
- Play games which develop gross motor coordination
- Manipulate objects to develop small motor coordination
- Recognize and enjoy healthy snacks
- Begin cleaning up after themselves

- Encourage potty training

**Spiritual Development:**

- Observe DDD staff's love and concern for them
- Learn simple prayers and blessings
- Show compassion and kindness toward others
- Chapel time: Bible stories and singing songs which relate God's message

## **Classroom Management**

### **Positive Reinforcement**

At DDD we use positive reinforcement to encourage good behavior. However, if a child is behaving inappropriately, staff will redirect the child to appropriate behaviors in a loving and positive way. If necessary, staff will meet with the child's parents to help formulate strategies to address inappropriate behavior. Teachers and support staff strive to be consistent, acting with fairness and patience. Children are praised for appropriate behavior and teachers and staff model behaviors for children. Physical punishment is never used.

### **Exclusion/Expulsion Guidelines**

Persistent inappropriate behavior which affects the learning, health and safety of the staff and children must be addressed. DDD follows the guidelines recommended by the Office of Child Development and Early Learning (OCDEL).

If a child is removed from the program on a temporary basis, payment of tuition must be continued to hold the child's spot in the class. Failure to do so will result in the child being placed at the end of the waiting list.



# 2020-2021 Calendar

This calendar may be revised as changes arise during the school year. Please make sure you regularly check your child's weekly Ziploc's and the preschool website for up-to-date information as the school year progresses.

Monday, September 21	First Day of AM & PM Butterfly Class
Monday, October 5	First Day of Busy Bee Class
<b>Monday, October 12</b>	<b>No Classes: Columbus Day</b>
<b>Tuesday, November 3</b>	<b>No Classes: Election Day</b>
October/November TBD	Picture Day - Colleen & Company
<b>November 23-30 (Monday-Monday)</b>	<b>No Classes: Thanksgiving Break</b>
<b>December 23-January 1 (Wednesday-Friday)</b>	<b>No Classes: Christmas Break</b>
January TBD	Preschool Vision Screening
<b>Monday, January 18</b>	<b>No Classes: MLK Day</b>
<b>Monday, February 15</b>	<b>No Classes: Presidents' Day</b>
February 17 (Wednesday) Service 9:15am	DDD Family Ash Wednesday Service @ 9:15AM - Tentative
<b>Monday, March 15</b>	<b>No Classes: In-Service Day</b>
<b>March 31-April 5 (Wednesday-Monday)</b>	<b>No Classes: Easter Break</b>
<b>May TBD (Tuesday)</b>	<b>No classes: Election Day</b>
Tuesday, May 11	Class Picnics (weather permitting)
Thursday, May 20	Last Day of Preschool

## Inclement Weather

Derry Discovery Days Preschool follows Derry Township School District for weather related delays and closings. If Derry Township schools are closed, DDD is CLOSED. Afternoon classes will be cancelled if Derry Township dismisses school early.

If Derry Township schools are on a 1 hour OR 2 hour delay, morning classes will be held 10am-12pm. Afternoon classes will be held 1pm-3pm.

Derry Discovery Days Preschool announcements for closings and delays will be posted in the following places:

- DDD website HOMEPAGE: <https://www.derrypres.org/education/discovery-days-preschool>
- DDD FACEBOOK page [www.facebook.com/Derry-Discovery-Days-Preschool](http://www.facebook.com/Derry-Discovery-Days-Preschool)
- Online news channel: [www.WGAL.com](http://www.WGAL.com) school closings and delays

Parents are responsible for checking these sites to determine if DDD is closed or delayed. Teachers/DDD staff will NOT be making individual phone calls or messages to parents regarding weather related changes in the schedule. Some years we have very few delays and cancellations and other years we have many. Your understanding and patience regarding the safety of our staff and students is appreciated when dealing with weather related delays and closings.

## Parking & Drop off/Pick up Procedures

### Parking

The property parking lot is a ONE WAY flow around the church building. Please park any lot with the exception of the lot off Mansion Road (by the playground) on the office side of the church. This will be reserved for handicapped needs and church business and should not be used by DDD parents for regular drop off and pick up unless they need the handicapped space.

### Drop off/Pick up procedures:

For the safety of our children and staff, all church doors are locked when preschool classes are in session. If you need to access the building during this time, you can call the church office at 717-533-9667 for assistance when you arrive.

Parents must walk their child to the lower lot to meet with DDD staff who will then screen the child and allow access to the building. Parents are responsible for the supervision and safety of their children in the church parking lot during drop off and pick up times. **Only those persons designated on the release portion of your child's form will be allowed to pick up your child.** Photo identification may be requested by teachers and staff until familiarity is established. It is strongly recommended that the same adult pick up and drop off the child to minimize exposure during the pandemic.

**New Drop Off/Pick Up Times due to COVID:19 - To lessen gathering at our front entrance near the playground, we will have a staggered dropoff and pick up this year for our morning classes:**

**Morning Butterfly 4-5's Class: 8:45AM - 9:00AM**

**Morning Busy Bee 3's Class: 9:00 AM - 9:15AM**

**We will also have a staggered pick up time:**

**Morning Butterfly 4-5's Class: 11:15AM - 11:30AM**

**Morning Busy Bee 3's Class: 11:30AM - 11:45AM**

**Teachers will be bringing students to the door. Please gather around the door in a socially distanced manner and your student will be dismissed to you. There will not be time to talk to the teacher during this time so please email your child's teacher to arrange a time to meet.**

**IMPORTANT:** Unless you have given 24 hours or more notice TO THE DIRECTOR VIA EMAIL OR via the new ENGAGE APP that your child will be late (past the designated drop off time), your child will not be admitted for that day of class due to the required procedures for entrance to school each day.

**Late pickup fee:** If an emergency arises, please call the Director or church office to notify that you will be late to pick up (717-533-9667). A \$1 per minute late fee will be assessed each time your child is picked up late (according to the facility clock) beyond **TWO occurrences**.

## **Illness, Medication & Accidents**

**PLEASE CALL OR EMAIL THE DIRECTOR AND COPY YOUR CHILD'S TEACHER IF YOUR CHILD WILL NOT BE ATTENDING SCHOOL THAT DAY DUE TO ILLNESS.**

[ddd@derrypres.org](mailto:ddd@derrypres.org) or 717-533-9667.

**Health Assessments:** The PA Department of Human Services (DHS) requires a Health Appraisal form to be completed and **signed by a physician** for every child in the program. Upon enrollment, parents will be given a health appraisal form which must be returned within 60 days and must be current (less than 6 months for Ladybugs, and less than 1 year for other children). In addition, all parents are required to submit an updated form if your child receives immunizations (including influenza) and if they have a well-visit update through the school year.

Students with any signs of illness including coughing, nasal discharge, etc will be asked to stay home for the day. We also encourage any student who is coming from a household where someone is sick (parent, sibling) to please stay home. When in doubt, keep your child home! Unfortunately, because there is no way to know if symptoms are allergies, a cold or something

more there will be no exceptions for visible signs of illness stated above, Please keep in mind that DDD is an enrichment program and not mandatory schooling.

Contact the Director immediately upon learning your child has a communicable disease, including a confirmed case of the flu. Confidentiality will be kept if possible. These are the minimum recommended periods of isolation from school for the following communicable diseases:

Scarlet Fever:	7 days from onset, or on physician recommendation
Strep or Impetigo:	7 days from onset, or on physician recommendation
Head lice:	Medicated shampoo is applied <b>and</b> child is nit-free
Pink eye/Conjunctivitis:	Must be on antibiotics for at least 24 hrs before returning to school
Pertussis:	5-7 days after antibiotic treatment begins
Ringworm:	24 hours after treatment has started; areas must be covered

***Regardless of whether or not your child is fever free, if you choose to send your child to preschool when they aren't feeling well, DDD staff may call you to pick up your child if your child is not able to participate in the daily routine and benefit from the program that day.*** This primarily impacts children who are recovering from an illness, are now fever free, but are still coughing heavily or have uncontrolled stuffy mucus that requires constant attention and impacts the learning environment. When you evaluate your child for illness and attendance, please keep in mind that **DDD is an enrichment program and not mandatory schooling. If you child is not feeling well, please keep them home to avoid spreading illness to children and staff.**

**If your child becomes ill while at preschool,** you will be notified immediately. If you cannot be reached, your emergency contact will be notified to pick up your child. Temperatures are taken from the forehead. Staff will complete an illness report for your child to take home and a copy will be placed in their file. Please communicate with staff any recent illnesses or changes in behavior due to illness. Please make sure all contact information is kept current in your child's file.

### **Medication**

No medication will be administered during the program hours. If your child has a condition which could require life-saving medication (Epi-Pen, inhaler, etc.) we must have a physician's order on file. We must also have medication that remains at the school and is in its **original packaging with a pharmacy label.** Please speak to the Director for the necessary forms and procedures.

### **Food allergies**

We take food allergies very seriously at DDD. If your child has a food allergy, please contact the Director and indicate the allergy on their intake forms. Staff are trained in administration of Epi-Pens annually and/or upon hire. **If** your child has an allergy which could require life-saving medication (Epi-Pen, Benadryl, etc.) we must have a physician's order on file. We must also

have medication that remains at the school and is in its ***original packaging with a pharmacy label***. Please speak to the Director for the necessary forms and procedures. Depending upon the allergy, parents may be asked to bring in a “safe” snack for their child each day. **DDD is a peanut/tree nut free school.**

### **Accidents**

DDD staff are certified in Pediatric First-Aid and CPR. First aid kits are available in every classroom as well as various locations around the church. Should a child receive a minor injury, staff will care for the child accordingly. An accident report will be completed and a copy sent home with the child and placed in their file. In the event of a major injury or incident, parents will be called immediately. If the injury is severe enough to require an ambulance and the parent has not arrived at the school, the lead teacher in the classroom will accompany your child in the ambulance and will remain with your child until a parent or guardian arrives.

### **Mandate to Report Suspected Child Abuse**

All staff who work with children are required by Pennsylvania law to report suspected cases of child abuse or neglect. If abuse or neglect is suspected, staff must report to PA Childline.

## **Additional School Policies and Recommendations**

### **What to bring to school:**

Backpacks: Unfortunately due to the pandemic, children will not be permitted to bring additional things from home including backpacks. Children will bring home items from class in large Ziploc bags on their last day of school for the week.

Clothing: Please provide a change of season appropriate clothing for DDD to keep at DDD. This change of clothes (including socks) should be in a plastic zip lock bag clearly labeled with their name and classroom. These items will be kept at school in case a change of clothes is necessary. **Children should be dressed in “play clothes” for school.** We do many fun crafts and activities that will be messy. Clothes should be easy to pull up and down for those that are potty training or potty trained. Since children will be spending more time outdoors at the playground, please dress them in SNEAKERS so that they can run and play safely--no open-toed shoes.

Snacks: Due to the pandemic, DDD will provide snacks for this school year. **Due to life-threatening food allergies, we will not serve snacks containing peanuts or tree nuts.** If your child has another food allergy, you may be asked to bring in a snack that is safe for them to enjoy. For more information for children with food allergies, please see the section marked “Illness, Medication, and Accidents”.

### **Potty-training and Diapers**

As your children go through their preschool years, they experience increasing independence, including potty training. The DDD staff want to support your child and help him/her be successful in this process. Please make sure children are wearing clothing that is **easy to pull**

**up and down on their own.** Our teachers act quickly but it is difficult to remove belts and unbutton several buttons when it's urgent. Elastic waist pants, shorts, skirts etc are recommended.

**Children are required to be potty-trained to enter the Busy Bee 3's and the Butterfly 4's & 5's.** We do not have the capability to change diapers in these classrooms. If your Busy Bee or Butterfly child is not potty trained by the start of school you can either pay tuition to hold your child's spot in the class until they are potty-trained and ready to join us, OR withdraw your child from the class and have them placed on the end of the waiting list. If your child has a developmental delay and is involved with Early Intervention or an Intermediate Unit, please contact the Director.

### **School Communication**

All information regarding DDD students and families is secured under lock and key. All DDD staff are bound by a signed Confidentiality Statement signed annually and strict action will be taken if a violation of this statement occurs.

Communication from the Director or your child's teacher can be sent home in all or any of these ways: email, note in your child's weekly Zip Loc, school Facebook page or school website. Please check your email **EVERY DAY** to keep up to date about school happenings.

**Stay tuned for information and details on a new communication tool that DDD will be using this school year known as Procare Connect. We will be rolling out this new app in the month of September. It will be a great communication tool between teachers and parents, include health screening information, newsletters and daily reports. Information on downloading the app and how to use will be forthcoming.**

Communication with parents is a core value of our program. The Director and Teachers are very willing to discuss any issues or concerns you may have regarding your child or the preschool.

DDD has specific procedures in place for staff and parents to address these issues or concerns.

- Major issues and concerns will be discussed between parents and teachers/director ONLY. Please refrain from addressing major concerns with the aides in the classrooms. Parents should contact their child's teacher so that matters can be attended to in a timely and efficient manner. Having grandparents, nannies, aunts, friends, etc. address the staff about major concerns or issues with your child violates our confidentiality policy and puts staff in a difficult position.
- Teachers will not be able to take time during school hours to meet with you. (An exception is if your child has a scheduled IFSP or IEP related meeting which requires the teacher's presence. In which case, a substitute teacher will be scheduled for the classroom so that your child's teacher may attend the meeting). Drop off and pick up times are busy and teachers are often unable to give you the time and attention you

need to address a major concern. Please email your child's teacher to schedule a time to discuss your concerns so that they can be adequately and thoroughly addressed either via phone call or a meeting. If there is a substitute for your child's teacher that day and you feel as though a matter needs immediate attention, please contact the Director. Contact information was given to you at the start of the school year and is included often in communications sent by the teacher and Director.

- Please respect personal-professional boundaries when you see staff in the community. This includes places of worship, local shops, community schools/sports/activities, etc. where staff may be with their own families. Some of our staff work or volunteer at Derry Church outside the DDD program. Please refrain from discussing DDD issues with staff when you encounter them in this role. Conversations outside the DDD program not only impede on staff personal time, but also could violate the staff member's confidentiality agreement associated with their employment.
- If you are unsatisfied with the teacher's response after addressing a major concern or issue, please contact the Director. If the concern is school-wide and not specific classroom/child issue, please contact the Director instead of the teacher. In either instance, if you feel as though the matter still needs attention after speaking to the Director, please contact the head of staff, Rev. Stephen McKinney-Whitaker.

Please know that these rules are in place for the safety and security of our staff, program, and DDD families. The DDD staff are in daily communication with the Director regarding any concerns they have about children, families, or the DDD program. When appropriate and/or necessary, major issues are brought to the DDD Board's attention as well as the Head of Staff at Derry Church.

We appreciate your understanding and cooperation in following the communication policy established by the program. Please share this information with anyone regularly involved in picking up or dropping off your child from the preschool.

# Emergency Plan & Procedures

DDD is deeply focused on the safety and welfare of children attending Derry Discovery Days Preschool. Our Emergency Plan provides for response to all types of emergencies. The full Emergency Plan document can be found on our preschool website:

<http://www.derrypres.org/education/discovery-days-preschool>.

**Please refer to the enclosed COVID-19 Plan and Procedures document for specific information and policies that will be in place during the COVID-19 pandemic.**

*This plan is not designed to address emergency situations involving individual children or staff members. In the event of an individual child emergency, parents are immediately notified. If the parents/guardians are unavailable or when timeliness is crucial and the parent must meet the child at the hospital, the lead teacher in the classroom will accompany the child to the emergency room.*

Depending on the circumstance of the emergency, we will use the following protective actions:

- **Immediate evacuation:** Students will be evacuated to a safe area on the grounds of the facility (e.g. playground). In the case of inclement weather during the evacuation, we may then proceed across the street to the church Mission House located at 245 East Derry Road, Hershey PA 17033. If that is no longer a safe distance away, we will go to The Hershey Country Club located 1000 E Derry Rd, Hershey, PA 17033. Parents will be called to pick up their children.
- **Sheltering in-place:** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- **Evacuation:** Total evacuation of the area around the facility may become necessary if there is a danger in the greater area (e.g. TMI leak). Parents will be called to pick up children immediately. If time does not permit or the situation escalates, children will be transported to **Jonestown Elementary School** located at 135 S. King St., Jonestown, PA 17038.
- **Modified Operation:** May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.

If it ever becomes necessary to relocate, a sign will be posted on the door stating which facility we have gone to: Mission House, Hershey Country Club or Jonestown Elementary School (addresses above). If you are not sure how to get to these locations, please **get directions before there is an emergency**. Please visit the DDD webpage, Facebook page, or WGAL closings and delays website for announcements relating to any of the emergency actions listed above. *We ask that you do not call during the emergency.* This will keep the main telephone line free to make emergency calls and relay information.



A form designating persons to pick up your child is included in each child's registration packet at the beginning of the school year and is resigned in January/February. This form will be referenced every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child and that they carry identification. We realize that emergency circumstances may require changes to your plans, but we urge you not to attempt to make different arrangements if at all possible. This will only create additional confusion and divert staff from their assigned emergency duties. In order to ensure the safety of your children and our staff, DDD asks for your understanding and cooperation. Should you have additional questions, please contact the Director at [ddd@derrypres.org](mailto:ddd@derrypres.org) or 717-533-9667.

## **Non-Discrimination in Services**

Admissions, the provision of services, and referrals of students shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program services shall be made accessible to eligible students with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any parent / guardian who believes that either s/he or his/her child has been discriminated against may file a complaint of discrimination with:

Derry Presbyterian Church  
248 East Derry Road  
Hershey, PA 17033  
Attn: Personnel Committee

PA Human Relations Commission  
Harrisburg Regional Office  
333 Market St 8<sup>th</sup> Floor  
Harrisburg, PA 17101

Department of Public Welfare  
Bureau of Equal Opportunity  
Room 223 / Health and Welfare Building  
PO Box 2675  
Harrisburg, PA 17105

US Equal Opportunity Commission  
Philadelphia District Office  
801 Market Street / Suite 1300  
Philadelphia, PA 19107-3127

US Department of Health and Human Services  
Office for Civil Rights  
Suite 372 / Public Ledger Building  
150 South Independence Mall West  
Philadelphia, PA 19106-9111

# Derry Presbyterian Church Information

[derrypres.org](http://derrypres.org) 717-533-9667

**THE CHURCH AND ITS PROGRAMS ARE CURRENTLY NOT RUNNING IN PERSON DUE TO THE PANDEMIC. LIVE STREAM WORSHIP IS AVAILABLE EVERY SUNDAY AT 10:30AM. PLEASE VISIT THE CHURCH WEBSITE REGULARLY FOR UPDATES. THE PROGRAMS BELOW ARE WHAT THE CHURCH OFFERED PRE-PANDEMIC AND HOPE TO OFFER AGAIN WHEN THE PANDEMIC IS OVER.**

**Worship Services:** We warmly welcome you to join us for worship! Worship is held Sundays at 8am in the chapel and 10:30am in the sanctuary; Tuesdays from 6:45pm-7:30pm in the chapel. Our Engage worship service is held quarterly on Saturdays at 5pm

**Church School:** Year-round for all ages, Sundays from 9:00am-10:00am

**KIWI (Kids In Worship Instruction):** For 4 year olds through kindergarten. Kid-friendly instruction of worship skills following the children's sermon at 10:30am worship, September-May.

**Nursery:** Sunday, 7:45am through 10:30am worship for infants and toddlers through age four. Nursery staff are employed by the church and provide children with a familiar face every week.

**Safe Children's Policy:** Derry Church's Safe Children's Policy provides checks and balances to protect children and adults from a variety of potentially unsafe situations. See the church website to read this policy.

**Terrific Tuesdays:** Family dinners available for \$3 for adults/\$2 for children 12 and under. The evening includes vocal, handbell and hand chime choir rehearsals for children and adults. Program runs Tuesday evenings, September through April, beginning at 5pm.

**Vacation Bible School:** For four-year-olds through 5th grade completed. Runs for one week in August, 9:00am-12:00pm. Call the church office or visit the church website for more information.

**Fellowships:** At minimum, monthly gatherings for youth in grades 3-5 (Pilgrim Fellowship); as well as more frequent activities for middle school and senior high school students, September-May. Adult Fellowship includes Journey and Faith (JIF) groups.

**Derry Church History:** In the early 1700's, Scots-Irish immigrants left their homes in northern Ireland to settle here. Legend has it these hardy, persevering folk began worshipping near the current site of Derry Church as early as 1724.

A small wooden session house was built in 1732 and still stands on the grounds adjacent to the church's historic cemetery. The building was enclosed in glass for preservation by Mr. Milton S. Hershey in 1929.

The John Elder Memorial Chapel stands across from the session house. Built in 1884, the Chapel continues to be used for worship, funerals, and weddings. The main sanctuary, built in 1965, was renovated and enlarged 30 years later.

Today, Derry's 1000+ member congregation actively participates in local, national, and international mission work, small group Bible study, recreational sports, youth fellowships, scouting programs, all-church picnics, cultural events and more. Please join us!

**For more information...**check out Derry Church online at [derrypres.org](http://derrypres.org) and on social media: [facebook.com/derrypres](https://facebook.com/derrypres), [twitter.com/derrypres](https://twitter.com/derrypres), [instagram.com/derrypres](https://instagram.com/derrypres) and [youtube.com/user/derrypres](https://youtube.com/user/derrypres).

## **Derry Church Staff**

Rev. Dr. Stephen McKinney-Whitaker, Pastor

Rev. Dr. Marie L. Buffaloe, Parish Associate Pastor

Rev. Pam Meilands, Associate Pastor of Youth and Families

M.E. Steelman, Transitional Children's Coordinator

Grant Wareham, Transitional Director of Music and Organist

Sandy Miceli, Administrative/Financial Secretary

Teresa Hutcheson, Church Secretary

Sue George, Director of Communications and Technology

Laura Cox, Interim Director of Derry Discovery Days

Loretta Chubb, Coordinator of Hospitality Services

Roger Zimmer, Business Manager

Jeff Miller, Custodian

*\*Please sign & return THIS PAGE ONLY to your child's teacher or  
Director\**

## **Confirmation of Receipt: 2020-2021 Derry Discovery Days Policies and Parent Handbook**

I have received a copy of the 2020-2021 Derry Discovery Days Policies and Parent Handbook. I am aware that I am required to abide by the rules and policies stated in this Handbook and failure to do so could result in my child's/children's removal from the Derry Discovery Days Preschool program.

I agree to submit a \$50 non-refundable registration fee per child and first month's tuition to secure my child's enrollment in Derry Discovery Days for the 2020-2021 program year. I agree to pay the monthly tuition, and to submit subsequent tuition by the 15th of the previous month (i.e., November's tuition will be due by October 15th). I agree to notify the director a minimum of two weeks in advance should I decide to withdraw my child from Derry Discovery Days. I understand that tuition is nonrefundable for temporary withdrawal from the program or if my child misses due to illness, travel, or absences. I also verify that the emergency contact information stated on my child's Emergency Contact/Parental Consent form is current.

### UPON RECEIPT

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

### 6 MONTH REVIEW

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_