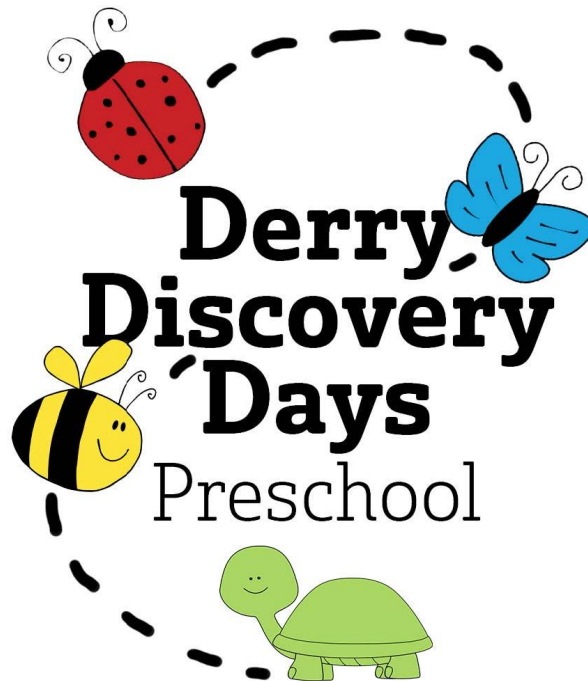


# 2022-2023

## 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 Health & Safety Plan (attached separately) has been incorporated into this Parent Handbook. However, all information in the Health & Safety 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.

Warm Regards,

Laura Cox, 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.*

# Program and Registration

Derry Discovery Days serves children who are between the ages of 12 months and age 5 in our Pre-K class. DDD is in operation from the Tuesday after Labor Day through the Thursday before Memorial Day. Please see the enclosed school year calendar for more details.

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 begins to enroll for 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 via a Google Form that is timestamped. Class sizes are limited so prompt registration is strongly encouraged.

Late 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 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.

**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. 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.

# Parking & Drop Off/Pick Up Procedures

**UPSTAIRS CLASSROOMS – LADYBUGS and TURTLES:** Families should park in the area behind the old Session House (the glass house). Parking is also available behind the church by the entrance to the Fellowship Hall (golf course side). Handicapped and stroller accessible parking can be found on the right immediately upon entering the church property (along the graveyard wall). Access for handicapped and stroller groups is through the courtyard doors. .

Ladybug and Turtle families should enter the church at the side of the building (near the Fellowship Hall) or through the front of the building through the courtyard doors. For the safety of our children and staff, all church doors are locked when preschool classes are in session. Fellowship Hall and Courtyard doors will be unlocked during drop off and pick up times from 8:55am-9:15am and 11:25am-11:45am.

Parents must walk their child to and from their classroom each day. Parents are responsible for the supervision and safety of their children in the church parking lot and inside the church building 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.***

If you arrive more than 15 minutes after the start of class, please park in the office/playground lot and enter through the buzzing system at the office doors. If you need to drop off or pick up your child early/late please notify your teacher as soon as possible via the ProCare app. If an emergency arises, please call the Director or church office to notify that you will be late (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**.

**DOWNSTAIRS CLASSROOMS – BUSY BEES and BUTTERFLIES:** Parents should park their vehicles in the parking spaces across from the playground or alongside the building and walk their children to the lower entrance where they will be greeted by staff members. Staff will take the children into the building to start the day as a class. For dismissal, teachers will be bringing students outside to the door. Please gather around the door (not across the lot) and your student will be dismissed to you by the teacher. Parents are responsible for the supervision and safety of their children in the church parking lot.

**Staggered Drop-Off Time:**

Morning Butterfly 4-5's Class:	8:45AM
Morning Busy Bee 3's Class:	9:00 AM

**Staggered Pick-Up Time:**

Morning Butterfly 4-5's Class:	11:15AM
Morning Busy Bee 3's Class:	11:30AM

**Late Pickup Fees:** A \$1 per minute late fee will be assessed each time your child is picked up late without advance notice (according to the facility clock) beyond **THREE occurrences**. Our staff has to prepare for Lunch Bunch and afternoon classes and cannot be asked to supervise children past the pickup time.

## Pro Care App

Derry Discovery Days uses ProCare software for our monthly tuition billing. ProCare has another extension known as the ProCare Connect Mobile App, that is free and available on iOS and Android phones and tablets. Our teachers will be using ProCare to share your child's daily activities, including photos as well as messaging, calendars, newsletters and lesson plans.

By late August, you will receive an invitation from ProCare that includes a unique **4-digit pin** (each family receives their own pin) and information to download the mobile app via email. We will need all families to use the app on a daily basis to "sign-in" their children to school and complete and sign off on a daily health screener. Please see the enclosed directions on how to use the app. We will be available to walk you through it the first week of school to work out any kinks!

## Additional Programming Opportunities

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

**DDD Toddler Time:** Children in our Ladybug and Turtle class can add an extra 30 minutes to their day by attending this extended day program. Class will run from 11:30-12Noon and space is limited to six students per day. Families must commit to attending for the full school year and each day that your child is at school. The cost of Toddler Time is \$40/month and billed through Tuition Express.

**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**). Space is limited to ten students per Session. A Sign Up Genius is sent out to families at the beginning of each month. If you register your child and they cannot attend, please remember to remove them from the Sign Up Genius so that you are not charged and another family can take your spot.

Lunch Bunch will initially be held on Mondays and Tuesdays from 11:30am-12:30pm. Additional days may be added as the school year progresses. The cost is \$12 per session and is billed monthly through our Tuition Express system.

**Soccer Shots:** Children must be at least 3 Years Old and potty-trained to participate. DDD hosts a Soccer Shots program at Derry Church for DDD students on a rotating basis: alternating Wednesdays/Thursdays in the Fellowship Hall/Gym from 11:40AM - 12:10PM. A second session may be added if there is demand.

Sign-ups, fees and additional information can be found on the Soccer Shots website:

<https://www.soccershots.org/harrisburgyork/contact/>.

Note: *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.*

**Yoga:** Children must be at least 3 Years Old and potty-trained to participate. DDD hosts a Yoga class offered by Next Generation Yoga with Cindy Leshner at Derry Church for DDD students on a rotating basis: alternating Wednesdays/Thursdays in the Fellowship Hall/Gym. Class runs from 11:40AM-12:10PM. Sign up information will be coming via email and all payments are processed through Next Generation Yoga directly.

Note: *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.*

**DDD Summer Camp:** DDD will offer 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!

Registration is released in late April/early May, closer to the end of the school year. Camp is offered to children aged 2 and above.

## Payment Policies

### 2022-2023 Registration & Tuition:

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

- Ladybug 1's = \$137/month for 2 mornings/week
- Turtle 2's = \$137/month for 2 mornings/week or \$274/month for 4 mornings/week
- Busy Bee 3's = \$132/month for 2 mornings/week or \$264/month for 4 mornings/week
- Butterfly 4's & 5's = \$264/month for 4 mornings or afternoons per week

***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. 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. .

**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
- 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
- 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

Each teacher conducts student assessments and offers parent teacher conferences. Ladybug and Turtle students receive one assessment per year and Busy Bee and Butterfly two per year. More information will be provided by your child's teacher.

## **Classroom Management**

### **Positive Reinforcement**

DDD uses positive reinforcement to encourage good behavior. DDD Staff uses a Green Choice/Red Choice behavior plan to visually help students learn how to make good choices in the classroom. If a child is behaving inappropriately, staff will redirect the child to appropriate behaviors in a loving and positive way and also role model the appropriate behavior to demonstrate to the child how to make a better green choice. 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 several classes use a reward system. Details to follow from your teacher. 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. A meeting will be set up with the child's teacher, parents and the Director to develop a behavioral plan that all parties agree with. 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.

## **Inclement Weather**

Derry Discovery Days follows Derry Township School District for weather related delays and closings. If Derry Township schools are closed/having a virtual learning day due to weather, 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 communicated via a ProCare App Announcement from the Director. Your understanding and patience regarding the safety of our staff and students is appreciated when dealing with weather related delays and closings. If the weather develops while school is in session and it is deemed in the best interest to close early, a ProCare message will be sent to all families immediately.



# Illness Policy

DDD has a firm No Sickness Policy. Students with any visible signs of illness including coughing, nasal discharge, etc **must stay home for the day**. We also encourage any student who is coming from a household where someone is sick to please stay home. When in doubt, keep your child home. Please keep in mind that DDD is an enrichment program and not mandatory schooling.

Many of our students have seasonal allergies. We ask that if your child is suffering from allergies, please get a doctor's note stating that the symptoms they are experiencing are allergy in nature.

**IMPORTANT:** Parents **MUST** complete the Daily Health Screening Questionnaire on the ProCare App each morning when you sign your child into class.

***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 will call you to pick up your child if symptoms are evident or your child is not able to participate in the daily routine.*** 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.

**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.

## COVID-19

If your child tests positive for COVID-19, please notify the Director immediately via email. You will be directed to the below Pennsylvania Department of Health website (link to also be emailed) where there is a CDC COVID-19 Isolation and Quarantine Calculator. Use this tool to determine next steps on returning to school based on exposure dates, vaccination status, etc.

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Symptoms-Testing.aspx>

General Guidance as of August 11, 2022: *(please note that DDD follows the CDC and PA Department of Health guidance and that our policies may change based on their direction. Any updated guidance will be communicated to families via email).*

- Regardless of vaccination status, children who test positive for COVID-19 must isolate for 5 days. If after 5 days, the patient is asymptomatic or has resolving symptoms, their isolation period is over; however, they should still wear a mask around others until day 10.

- Children who have been exposed to someone with COVID-19, regardless of vaccination status, should wear a mask around others for 10 days, but do not need to quarantine.
- All exposed persons regardless of vaccination should test on Day 5 if possible.

## Other Illness, Medication & Accidents

**PLEASE SEND A PROCARE MESSAGE AND/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).**

**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 30 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.

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

### 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 on ProCare to notify parents 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.

## Items Needed for School:

- **Backpacks:** Please make sure your child has a backpack every day they come to school. Busy Bee and Butterfly children should have a backpack that is big enough to fit a folder. Most class materials will be sent home on the last day of the week that your child attends school but on occasion materials will be sent home daily so be sure to check backpacks as often as possible.
- **Extra Clothing:** Please provide a change of season appropriate clothing in your child's cubby or backpack – please include socks and underwear. 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 either go to the playground or the gym every school day, please dress them in SNEAKERS so that they can run and play safely--**no open-toed shoes.**
- **Snacks:** Parents will be provided with a suggested snack list from their child's teacher as well as a snack calendar each month. On their child's designated snack day, parents are requested to bring snack for the number of children in their class. **Due to life-threatening food allergies, we cannot accept any items made with or cross-contaminated with peanuts or tree nuts.** If your child has a food allergy, you may be asked to bring in a snack that is safe for them to enjoy.

## Potty Training and Diapers

The Ladybug and Turtle class staff will communicate details on providing diapers and wipes for your child while they are at school.

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: ProCare App messaging, email, note in your child's weekly folder, DDD Facebook page or school website. Please check your email **EVERY DAY** to keep up to date about school happenings.

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, 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 parents. 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.

## **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 Church

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, twitter.com/derrypres, instagram.com/derrypres and youtube.com/user/derrypres.

## Derry Church Staff

Rev. Dr. Stephen McKinney-Whitaker, Pastor  
Rev. Pam Meilands, Associate Pastor of Youth and Families  
M.E. Steelman, Transitional Children's Coordinator  
Sandy Miceli, Administrative/Financial Secretary  
Kathy Yingst, Church Secretary  
Sue George, Director of Communications and Technology  
Laura Cox, Director of Derry Discovery Days  
Loretta Chubb, Coordinator of Hospitality Services  
Roger Zimmer, Business Manager

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

## **Confirmation of Receipt: 2022-2023 Derry Discovery Days Policies and Parent Handbook**

I have received a copy of the 2022-2023 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 understand that I have paid a \$50 registration fee to enroll my child at Derry Discovery Days and I agree to pay the monthly 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: \_\_\_\_\_