



Discovery Playtown Parent Policy and Release Form

Registration: Discovery Playtown (DPT) must have a completed online family registration, parent policy and medical release form before enrollment. We must have a copy of the Certificate of Immunization Status report by a child's second visit.

Tuition: DPT offers both monthly contract and hourly drop-in billing (prorated by the minute). Monthly contracts require automatic payments processed by the first of each month. Hourly tuition and/or other charges are payable at our front desk upon pickup daily, or via the MyProcure Parent Portal weekly each Friday by prior arrangement.

Open Door Policy: Parents are welcome to enter our facility at any time. Unless a background check through the WA State Patrol using the MERIT system is on file for that parent, the parent will be escorted by DPT staff.

Hours and Holidays: DPT's regular hours are: Monday -Friday: 7:00am-5:30pm and we operate 12 months a year with some closures for holidays and staff development. Please see the Parent Handbook for specific dates. All other closures will be posted on our website and in our lobby. Children can remain in our care for a maximum of 10 hours. Please make sure to arrive to pick up your children at/before the end of your reserved time or to call the center if you need to leave your child for additional time. Regular tuition rates can only be extended by in-person or phone, as space allows. There will be a late fee of \$1.00 per minute per child after 5:30pm (9:00pm for Parents' Night Out) or once the child's 10 hour limit is reached. Regular tuition rates apply to time your child spends in our center outside of your monthly contract agreement.

Reservations: For drop-in care, online reservations are required. Reservations are not guaranteed until staff has reviewed capacity and confirmed available space by email or phone.

Potty Training and Diapering: Please let our front desk staff or a teacher know where your child is in the potty training process. Our teachers are fully trained to change diapers and assist you in the potty training process. You are responsible for bringing the supplies your child needs: wipes, extra diapers or pull-ups/underwear and a complete change of clothes for your child. Please label all items with your child's first and last name. There will be a charge of \$1.00 for each pull-up supplied by DPT.

Meals and Snacks are served 9:00-10:00am, 2:00-3:00pm, and 4-5:00pm, and lunch is served 11:00am-12:00pm. Snacks are provided by DPT and typically consist of crackers and water, with fruit or cheese/yogurt. If your child will need lunch while in our care, it may be brought from home or purchased through us from Panera Bread for \$7.00. If a child is in our care during lunch time and did not bring one from home, we will feed them a Panera Bread meal and add the lunch cost to the ledger. Lunches brought from home may not contain peanuts or tree nuts. If your child brings food from home containing nuts, we will remove the food, and replace the item with something comparable from our snack supplies and you will be charged a fee of \$1.00 per item. If adequate replacements cannot be made to ensure a healthy balanced meal, we will order a lunch from Panera and the cost will be added to your ledger.

Illness: DPT cannot accept children who are ill. Children must be fever-free and symptom-free for at least 24 hours before visiting DPT. If your child is dropped off ill, we will call you to return and pick them up. We cannot administer any medication or routine medical procedures (i.e. inhalers, nebulizers). If you need to leave emergency medication with your child, such as epi-pens or inhalers, a completed medication release form must be on file and medication needs to be in its original packaging with the child's name, prescribing doctor's name, and instructions for its use printed on the label.

Special Needs: DPT does not discriminate against any person with physical, mental or sensory disabilities. However, our program cannot provide one-on-one supervision. If your child has special needs, we require a plan to be on file to adequately meet your child’s needs while in our care, including plans for emergency situations. When children do not comply with staff instructions, do not participate in group activities and learning, and/or engage or involve others in potentially unsafe behavior, parents or caregivers may be called for early pickup and the child may not be permitted to return to the center as determined by the lead teacher and DPT management.

Emergency Procedures: Please be sure to update emergency contact phone numbers with our staff. Each family must have at least one emergency contact that is not a parent. In the event of a medical emergency, we will call 911 and phone the parent immediately. If parents are not available, we will contact the emergency contacts. Please see the parent handbook for more details on our Disaster and Emergency Preparedness Policy. Only parents will be allowed to check children in and out of DPT. Parents must show their photo ID upon pick up. Authorized persons will be able to check children in/out if prior arrangements are made with DPT.

Discipline: We use only positive methods of discipline and guidance that encourage self-esteem, which include praise of good behavior, reminding children of behavior expectations, redirection and brief supervised separation or time-out from the group (located by the front desk or in a chair in the classroom), when appropriate for the child’s age and development. No corporal punishment, physical or verbal abuse, abusive language, or withdrawal of food, naps, or toilet training of any kind is allowed on the premises by anyone, including parents. For the safety of all, children that show repeated misbehavior or biting will be asked to take a two-week respite from DPT. Policy changes will be made in writing as needed and provided to all parents. Parents may be contacted by phone as needed for information needed in regard to their children.

Mandated Reporting: The staff of DPT is required by law to report any instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or exploitation to the police or Child Protective Services. Notification of the parents is solely dependent upon the recommendation of the police or Child Protective Services. Children will not be released to a parent or any other person who is under the influence of drugs or alcohol.

Non-Discrimination: DPT does not discriminate on the basis of gender, race, color, creed, religion, sexual orientation, gender identity, or national origin. However, we reserve the right to refuse service to any person or persons for legitimate business reasons, such as maintaining the safety of our facility and the children in our care.

Photo/Video Release: I hereby grant DPT permission to use photographs/video of my child(ren), taken during their stay at DPT, to be used solely for the purposes of DPT promotional material, website, and publications. No personal information (such as names) will be associated with these pictures. I will make no monetary or other claim against DPT for the use of the photographs/video.

Non-Solicitation: I understand that I may not solicit DPT employees for private child care, and employees will not be allowed to solicit for the same.

Our parent handbook goes into more detail about our policies and procedures. You will be offered a copy on enrollment and it is also available on our website at www.discoveryplaytown.com

I have read the above carefully and fully understand the content and consequences of this agreement and agree to abide by and be bound by the above policies and procedures and release.

Parent Name (printed)

Parent Signature

Date