



Discovery Parent-Child Preschool

1919 Gunston Way, San Jose, CA 95124
(408) 377-5390 www.discoverypreschool.org

2016-2017 DISCOVERING TWOS ENROLLMENT PACKET

Dear Two's Parents,

Welcome to the Discovering Twos program at Discovery Parent-Child Preschool! We would like to extend a warm welcome to all of you. Discovery is a wonderful place for children and parents. It is our hope that your family will enjoy your co-op experience as you watch your children grow and learn, network with other parents, and gain parenting insight from our teachers and guest speakers. If this is your first experience at Discovery, I am sure you are full of questions that need answers. Therefore, I have enclosed a brief description of the program to help acquaint you with the class format.

The following is the outline for the 2016-2017 school year.

Orientation	September 28th, 12:30 pm - 2:00 pm (Parents Only)
First Day of Class	October 5th, 12:30pm – 2:00pm (Parents and Two year olds)
Safety Meeting	October 12th 6:30pm – 8:30pm (Parents Only)
Last Day of Class	May 17th, 12:30pm – 2:00pm

The Orientation on Wednesday, September 28th, from 12:30 p.m. - 2:00 p.m. will be held at the Preschool in the Coffee Room and is for parents only. Your teacher, Sally Starz, will familiarize you with the Preschool as well as present the activities for the weeks ahead. Sally is beginning her twenty-second year at Discovery and brings with her over 25 years of experience in early childhood education.

As members of the Twos class you are a very important part of Discovery Preschool. Although the school does not require the same amount of participation from the Twos class as from the two-day and three-day classes, we encourage you to be involved so you can benefit from what Discovery has to offer.

We invite you to attend at least one of the following park days so you can meet children and parents from your Twos class as well as the other classes. Our Welcome Park Days will be on **Wednesday, June 15th at Greystone Park at 10:30 a.m.** and **August 27th at Greystone Park at 10:30 a.m.** These special gatherings are designed to welcome new families to Discovery and welcome back returning families. We will provide snacks and nametags.

We are looking forward to having you and your child join Discovery!

Please read the following for information about fees and forms as well as their due dates...



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The following fees and forms are due by Wednesday, June 29th, 2016:

1. **TUITION AND FEES:** Tuition is \$80 due at the beginning of each month. **First month's tuition as well as application fees are non-refundable.** First month's tuition, \$80.00, is due on June 29th. Please make your check payable to "Discovery Preschool". Note: We will collect May 2016 tuition at the start of school.
2. **IDENTIFICATION & EMERGENCY INFORMATION:** This form is required each year so that we have your most current emergency information on file. We encourage you to include an **"Out of State Contact"** for use in the event of a large-scale disaster.
3. **CHILD'S PREADMISSION & HEALTH HISTORY-PARENT'S REPORT:** This form contains personal information about your child's health history and personal habits.
4. **PARENT CONTRACT: Please review this very carefully.** This document outlines the participation requirements for the upcoming school year. The participating parent(s) must sign, date and return the last page of the contract to us along with the additional signatures.
5. **CONSENT FOR MEDICAL TREATMENT & EMERGENCY TRANSPORTATION:** This form must be signed by the parent or legal guardian.
6. **PERSONAL RIGHTS FORM:** Please complete and return the lower portion of the Personal Rights form and keep all remaining information for your reference.
7. **NOTIFICATION OF PARENTS' RIGHTS/CAREGIVER BACKGROUND CHECK PROCESS:** Please complete and return the lower portion of the Parents' Rights form and keep all remaining information for your reference.



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The remaining medical forms are due by Friday, August 5th, 2016:

1. PHYSICIAN'S REPORT-CHILD CARE CENTERS: Please have your child's doctor complete this form and sign it, including information on **IMMUNIZATIONS** (which must be completed before starting class):

- Polio doses - 3
- DPT/DT - 4
- Measles, Mumps, Rubella (MMR) - 1 (on or after 1st birthday)
- Hepatitis B - 3
- Hib - 1 (OK at any age)
- Varicella - 1 (this is the chicken pox vaccine and is required by the state)

PLEASE SPECIFY THESE REQUIREMENTS TO YOUR CHILD'S DOCTOR to ensure that they have all been completed. "Official Proof" of this information must be presented and could be any of the following: Physician's Report, Yellow California Immunization Record card, or physician's office printout.

CHILD'S TB TEST: Any child who attends a childcare center is required to have a Mantoux skin test for tuberculosis (TB) **only** if the child's medical assessment indicates that the child has risk factors for TB. All children must be screened for risk factors for TB as part of the medical assessment. Risk factors are listed on the back of the Physician's Report Form. **Please have your doctor review them and complete the appropriate TB box on the front of the Physician's Report Form.**

2. ADULT TB TEST: Classroom working parents' TB tests are valid for four years. Most returning parents and 2014-2015 Twos class parents have already met the TB requirement. If our records show that you were tested before September 1, 2012 or you are new to the school, you must submit an Adult TB Test Form or equivalent documentation from your doctor or health care provider, showing that you have had a MantouxTuberculin Skin Test (TST) or Interferon Gamma Release Assay (IGRA) blood test **no more than sixty days** prior to the start of school (test date of July 1, 2016 or later). **All adults planning to work in the classroom must have a current TB test on file. No waivers will be accepted for any reason.**

3. ADULT IMMUNIZATION RECORD: In keeping with new state law, all parents participating at our school must have evidence, on file at Discovery, of being current for these three vaccines. Please send in a photocopy of the immunization record for any classroom working parents showing the following immunizations: (Exception: Must have a written statement from physician that there is a medical reason not to vaccinate or that the adult is already immune.)

- **Pertussis:** (Whooping Cough)
- **Measles**
- **Influenza:** Evidence of this vaccine needs to be dated between August 1 and December 1 of each year, please turn in a copy of this immunization once you have had the vaccine or you may opt out with a signed statement, stating that you have declined to be vaccinated against the flu.

4. CREDIT CARD AUTHORIZATION FORM (OPTIONAL): This form must be submitted each year to authorize recurring automatic payment of your child's tuition and registration fees by credit card.

Please mail all fees and forms to:

Discovery Preschool
Attn: Membership Chairperson
1919 Gunston Way
San Jose, CA 95124

If you have any questions, please email me at membership.discoverypreschool@gmail.com. We look forward to a wonderful and exciting year for you and your child here at Discovery!

Sincerely,

Stephanie McCoy
Membership Chairperson 2015-2016