

Dove Day School

908 West Arrow Highway
San Dimas, CA 91773

Welcome to Busy Bees

For birthdays between 9/1/16 and 8/31/17

Once children mature past the opportunities available in an infant center they need options! The Busy Bee classroom is designed with this in mind. Children become Busy Bees as they turn two and their job is to keep their teacher occupied staying ahead of the skill acquisition. These guys look for sensory activities to build on what they already know of science, large motor challenges to grow their coordination, and any opportunity to sing, read, and converse with the buckets of language gains. This class is crazy busy!

Our Foundation

In 1960 Mrs. Dove, a mother of six, designed a pre-school that would become The Dove Day School. (*Think about it; 1960, pre-school?*) Later in 1971, Mrs. Hammer took her fascination of learning and built a school around it. Her earliest center, in Van Nuys, was called Growing Years. Today, we honor their courage to dream by defending the discovery and innovation of childhood.

Our Philosophy

At Dove Day School, we believe strong academic, communication, and most of all leadership skills are the most reliable pathway to a life of satisfaction and accomplishment.

Our Mission

It's our mission to enhance each family's experience of childhood and to share our delight in this precious stage of life.

Our Goal

We strive to cultivate our students' authenticity throughout the learning process so their own particular future may be fully realized.

School Hours

Dove Day School 2018-19

Our fulltime rates have the following closed days factored into the averaged fees. Part-time programs with scheduled Mondays may get pro-rated tuition if make-up days are not available.

Independence Day 7/4/18

Labor Day 9/3/18

Veteran's Day 11/12/18

Thanksgiving 11/22&23

Christmas 12/24&25/18

New Year 1/1/19

MLK Day 1/21/19

President's Day 2/18/19

Cesar Chavez 3/31/19

Memorial Day 5/27/19

Independence Day 7/3/19

Labor Day 9/7/19

Note: the Pre-school is open for Winter and Spring Breaks

Other Days of particular interest:

School Year Preview and End of Summer Bash

Thursday, August 23rd 5:30 to 7:30 or ☺

First Day of School

Monday, August 27

Patriot Day – Wear Red, White, & Blue

Tuesday September 11th

Dress Like a Pirate Day

Wednesday, September 19th

School Pictures

October 2 & 3 2018

Conferences available starting

October 29, 2018

Masquerade Festival

Wednesday, October 31st 2:30 to ☺

Santa Photos

Monday, November 26 starts at 8:30

Winter Performance

Friday, December 21 at 2:30 School Closes at 3:00

Spring Sing Thing & Open House

Wednesday, March 20, 2019 at 5:30

Spring Pony Pictures

April 9 & 10, 2019

Transitional Kindergarten Graduation

Wednesday, June 5, 2019 at 6:30

First Day in new classrooms!

June 10, 2019

ADMISSION POLICY

This school is licensed by the state and city and operates on a nondiscriminatory basis. We accord equal treatment and access to service without regard to race, color, religion, national origin or ancestry (as required by law of all agencies licensed by the State Department of Social Services).

The Department of Social Services shall have authority to observe the physical condition of the client (child) including conditions that could indicate abuse, neglect, or inappropriate placement, and to have a licensed professional examine the client (child). Facility records may be inspected without prior consent.

ENROLLMENT PROCEDURE

Prior to enrollment:

1. **TOUR** -We welcome you to see all of our facility and ask questions. You are invited to visit as often as you like!
2. **APPLY** -Once you have made your choice, your completed application and \$165.00 registration fee will reserve an available enrollment or secure your child’s spot on a waiting list.
3. **COME & PLAY** – We recommend at least 2 visits to allow the child and teachers to feel acquainted. These visits may be any time of day except naptime. Plan on staying 25 to 45 minutes.
4. **FILL OUT FORMS** - On the first visit, you will receive the following enrollment forms, they are also easily accessed and filled out from our website www.dovedayschool.com:
 - Identification, Release & Emergency Information
 - Consent for Emergency Treatment
 - Family History
 - Parent’s Health Report
 - Physician’s Report
 - due with copy of *up to date immunizations
 - Reservation Agreement
 - Statement of Child’s Rights
 - Statement of Parent’s Rights

If these forms are turned in before the child has their “First Day of School” then the staff and parents can focus on the child!

* Senate Bill 277 requires all children to be vaccinated for child-care and school entry.

Busy Bee Schedules and Fees

As of June 2018

Born 9/1/16 through 8/31/17 as they turn 2

FULL TIME 8-3:30 *	weekly	semi-monthly	monthly
Five Days	\$239	\$518	\$1015
Four Days	\$215	\$466	\$913
Three Days	\$180	\$389	\$761
*add \$10 per day for Extended Day			
EXTENDED DAY 6:00 – 6:30			
Five Days	\$248	\$537	\$1053
Four Days	\$223	\$483	\$948
Three Days	\$186	\$403	\$790
MORNINGS 8-12**			
Five Days	\$215	\$466	\$913

** add \$10 per day for Full Time and \$20 per day for Extended Day

- These quotes reflect a discount for cash and check payments. If using plastic, add 3%.
- All fees are due in advance.
- 10% Sibling Discounts will be applied to accounts in *good standing* against the oldest child(ren)’s tuition. Discounts cannot be combined but the greater discount will be applied.
- Tuition changes can occur when your child advances into new programs, upon enrollment after a suspension, and when schedules change.
- An increase 2%-4% based on inflation, may occur 6/1/19.

Fees that can be avoided:

- Late fees are charged 5 days after billing on monthly (\$25 per child) and semi-monthly (\$14 per child) accounts and after Tuesday for weekly (\$10 per child) accounts, any discounts are also forfeited.
- Returned checks cost \$25, a late fee, and loss of discount.
- There is a \$5 charge for re-prints. We are happy to sign your vouchers but printing, faxing, or researching charges; \$5. We can get what you need without charge, so let us help you work it out.
- Isolation charge of \$10 per ½ hour for the supervision of ill children in isolation. This begins 1 hour after parents are notified of an illness that requires immediate pick up.
- Failures to maintain your child’s “Chain of Custody” document may cost you up to \$5 per signature.

REGISTRATION & WAITING LIST: The \$175 Initial Enrollment must be paid before a child can be accepted or placed on the waiting list. This fee is refundable prior to the assignment or offer of a start date. To qualify for the refund, you must notify the school that you are removing your child from the waiting list prior to the school contacting you with an offer of a start date. Sibling Registration Enrollment is \$140.

ANNUAL CONTINUING ENROLLMENT: The fee of \$160 and \$140 for additional siblings will reserve your child's place for the next school year beginning in August. Reservations begin March 1.

DISENROLLMENT AND WITHDRAWALS

The school requires two weeks' written notice of withdrawal. If we do not receive this notice, fees will be charged for the days already elapsed that month, plus two weeks.

The school will dis-enroll a child under the following conditions:

1. If fees are not paid.
2. If the director determines that the school is not able to meet the needs of the child or family.

VACATION CREDIT: A maximum of two-week vacation credit, taken in daily or weekly increments, is allowed during the summer only June-August.

Please notify the office, in writing (or email) at least a week prior to the dates of absence and you will be credited on the invoice following to the vacation. Verbal notice is easily forgotten and difficult to manage.

DAILY ARRIVAL AND DEPARTURE: Our licensing requires an accurate documentation of "Chain of Custody". Guardians and their authorized agents **MUST SIGN IN AND OUT** with their **FULL LEGAL SIGNATURE**. This is a favored point of inspection so we will be conducting regular audits. We reserve the right to charge \$5 per signature that we find missing.

LATE PICK UP FEES: Children enrolled in half day programs who are picked up after 12:00 p.m. will incur a late fee of \$5.00 every 15 minutes, or part of 15 minutes. Full day children will incur a late pick up fee of \$25.00 at 6:31, and \$25 per 15 minutes or part of 15 minutes thereafter. This fee is paid directly to the teacher.

PHOTOGRAPHS AND PUBLICITY: We take photos of enrolled children that may appear in our yearbook. We occasionally make videos to be shown at Parent Orientation night and/or Open House, for training, and to share our day with families. Your permission for your child to be photographed or filmed, without compensation, is part of this agreement. If you do not wish your child to be photographed or filmed you must make a request in writing to the office. Parents will always be asked for permission to photograph their child for brochures or publicity and we will never use a child's photograph on our website.

OBSERVATIONS: You are welcome to observe your child at any time.

1. Do not visit with the teachers, the children deserve their attention
2. Request an appointment with the director or your child's teacher should you have comments about your observation.
3. Do not initiate interaction with any child but your own. You are encouraged, however, to reciprocate any interest shown you.
4. "If you break them, you take them." If your child becomes upset at your departure, they go with you.

GROOMING AND SAFETY:

A) Long locks obscure vision BUT we have individual brushes and we purchase pony tail holders for each child that needs them. If a child doesn't want to be groomed – a quick messy pony can still do the trick. We will assume permission without your written instructions to the contrary.

B) Children can have weaponized fingernails – like razors, please keep your child's nails trimmed and safe. Our office keeps packages of new clippers available for purchase in the event that those little nails grew overnight and you have to do a quick manicure before you leave.

C) Booboos and ouchies get cleaned, treated with a no-sting antiseptic (compare to Bactine), and often covered with a band aid. Families will receive an "Incident Report." A texted photo will be sent if your child gets an injury to the face or head.

D) Chapped skin: we use food-quality coconut oil if your child's skin becomes irritated, but you are welcome to provide your alternative preference. **PLEASE GIVE YOUR PREFERRED CHAPPED SKIN TREATMENT TO STAFF** as those things hide in backpacks and diaper bags.

Just so you know:

Monthly invoice: Important and timely news can be found on the bottom of your monthly invoice. Use this document to audit payments and charges. Each family may also request a year-end summary. If you would rather have your invoice/statement printed after your payment is received, please let the office know.

EXTRA DAYS: *If you let us know in advance of an absence, we will do our best to reschedule you but officially we DO NOT OFFER MAKE UP DAYS.*

Message Center: Located near the Main Office door (to the right as you enter) each family has a slot. The slots are numbered and you will keep the same number and slot for the school year. All written communications from the school and other parents will be placed in your slot. Please check it regularly.

Texts and calls: Upon registration, you will receive a text from Jackie Almeida – use her number for after hour concerns. Once you reply back with confirmation, she will make your number available to your child’s teacher. The teacher will let you know the hours he/she works, please keep texting communication to his/her working hours only.

Conferences: Teacher observations relating to your child’s social, cognitive, and motor skills are available for conferences November and May. You are welcome to request conferences whenever you have a question or concern. It is our desire to meet your needs too.

POTTY TRAINING

A ticket for the “POTTY TRAIN” goes home once the staff has evaluated your child’s readiness. If you want to train your child at home – be our guest. If you want us to start, or participate in the process; inquire about when your child’s invitation to train will be coming. Our teachers are potty training professionals willing to begin potty training full time children regardless of the training done at home (but with your permission, of course). Children sent to school in underwear without the invitation to potty train will be changed into diapers at their request. Once “aboard the Potty Train”, your child will be at school in regular underwear. Our standing policy is to toss the underpants in which the children defecate. If you would like to launder these – please let the staff know and the soiled underwear will be kept for you. Anything with urine and all outer clothing will be bagged up and sent home.

LEAVING YOUR CHILD WITH US

- Children should be in school by 9:00 a.m. in order to receive the full value of the program. However, as a kindness to the children, we will not accept them between 10:00 a.m. and 2:30 p.m. Children who arrive this late have a very difficult time integrating. They are unhappy and disturb their classmates.
- All children are dismissed through the office. Please keep your release authorization list up to date, as we will only release your child to those on your list and only with proper ID.
- **Any staff member can request identification at anytime.** If we have forgotten what you look like, please be patient and know your child’s safety is our primary concern.
- Document “Chain of Custody” with your FULL LEGAL SIGNATURE on your child’s personal sign in/out sheet. We charge \$5 per signature we find missing,

CLOTHING

- We recommend children wear play clothes that do not restrict movement and allow them independence when toileting.
- For optimum motor coordination and development, we require the children to wear shoes that fully cover their feet. **Sandals, Crocs and boots are not appropriate for school.**
- Side opening disposable diapers only. Pull ups are diapers ☺.
- Your child does not want to hang around on the changing table to have their crotch snapped. No garments with crotch snaps.
- Keep one set of extra clothing at school, if your child hasn’t used the clothing in 2 months; please renew our supply with something that fits. Failing that we have underwear for \$5, shorts for \$15, spirit shirts for \$9, and socks for \$5.
- Put your child’s name on all outer wear and extra clothes.
- Dove Day School cannot be responsible for jewelry.
- Children on the “POTTY TRAIN will get a more extensive list of garments to have on hand!

NAP TIME: Each napper brings his or her own small blanket. They are also welcome to nap with their security item. Naps are especially cozy with a small pillow. It is a good idea to put your child’s name on anything that is not attached to the child, blankets included.

The children sleep with their shoes on to insure their feet are protected in case there is an emergency during naptime or the inevitable excursions to the bathroom.

MEDICAL RECORDS AND VACCINATIONS: As of January 1, 2016 we cannot enroll children without proof of completed up to date immunization. Please get the proper paperwork from our office or the website and locate your proof of immunizations to be sure your child can start on time. See SB277.

ILLNESS: For the children's protection, we cannot accept any child who shows the following symptoms; fever, discharge from eyes or ears, diarrhea, swollen glands, vomiting, unexplained rash. If a child develops any of the above while at school, they will not be admitted the following day. If your child contacts a contagious disease, he/she needs to be kept at home and PLEASE NOTIFY THE SCHOOL.

MEDICAL EMERGENCIES The "Emergency Authorization for Treatment of a Minor" form gives instructions as to which emergency facility you authorize to treat your child and gives permission for the attending physician to give treatment.

A 911 call initiates procedures beyond our control but this form puts your child's teacher in the ambulance. An administrator follows to the EMS-chosen ER, waits for parents in the waiting room and manages communication. Our children are always with the people they trust.

INCIDENTAL MEDICAL: Our staff can administer topical, oral and inhaled medications. We are prepared to keep and use EPI pens and Nebulizers and provide finger prick blood glucose testing. Please ask the office for the appropriate forms; medical provider authorizations and parent request documents to initiate these services. Training may also be required, so plan ahead. People other than our center's staff must provide injectable maintenance medication. **HAND ALL MEDS DIRECTLY TO STAFF- BACK PACKS ARE NOT APPROPRIATE STORAGE FOR MEDICATION.**

OTHER MEDICAL: The stakes are high for children in need of G-Tube feeding, Ileostomy bag maintenance, injectable medications or other regular medical intervention. Our inability to provide these services will not exclude a child needing them from our program. Families will make appropriate arrangements for the medical needs of their child.

OPENING AND CLOSING TIME

- We open at 6:00 a.m. Although staff arrives before 6:00 a.m., they do not accept children before that time.
 - The school is scheduled to close at 6:30 p.m. daily.

ENROLLMENT BREAKS:

From September 1 through May 30 enrollment must be continuous to retain your child's fee structure and "spot" in their class. Leaving school for any reason puts your child's enrollment at risk. The recommendation is to maintain your family's account throughout your child's absence.

HYDRATION POLICY: Public drinking fountains are a miserable way to dispense vital water. Our children bring from home each day a reusable drink container to have available all day long. Each room has pitchers of water from our filtered water coolers and we keep the children's bottles full. In the event a child arrives without their personal water bottle, they will get a new water bottle. The teacher will refill it throughout the day as necessary and your account is charged \$1. Our children benefit from the hydration and the healthy habit of reaching for "High Quality H₂O."

MEALS AND NUTRITION: Morning snack (7:30 to 8:30), hot lunch (noon), early afternoon snack (3:00-3:30), late afternoon snack (4:30) are included in the fees.

Check the menu to see if your child is allergic to any foods being served, and then notify the school, in writing. Extensive allergies require a meeting with the office and kitchen to arrange suitable substitutions. We honor religious dietary restrictions and we never serve pork or beef. Our storage is limited but we are happy to keep your specialized ingredients handy in the kitchen.

We cannot host items simply for preference's sake. Our lunches are good but cannot compete with the professional marketing of snack foods and fancy lunch boxes. Please give the group lunch atmosphere a chance. Picky eaters can load up on any part of the meal they enjoy and we serve lots of carbs at snack time.

Children are welcome to bring something to eat in the morning. Please dispose of fast food packaging prior to seating. **FOOD BROUGHT FROM OUTSIDE MUST BE IN DISPOSABLE PACKAGING.**

ABOUT INJURIES ON CAMPUS

An energetic day, pushing the limits of one's abilities and learning new activities with friends, can come with scrapes, bruises and other assorted "owies." Our staff supervises active play and watches children as they come and go to the bathroom. A teacher assists with tools like scissors and skills like cooking. This attention in no way guarantees an injury free day. Please consider your family's tolerance to risk. Group play isn't for the faint of heart.

1. If we see a child fall and they get up to play, we will continue to observe them, most children fall many times in the day. We do not make an event of it unless we see signs of an injury.
2. When we see signs of an injury or have concern there may be a, yet undetectable, injury; an incident report (duplicate) will be made, one goes in your child's file and one in your message center.
3. If we see an injury but not the cause – you'll get an incident report.
4. If your child is not injured but hurts someone else – you'll get an incident report. For privacy's sake, the other child will not be named.
5. If your child is injured by another child – you will get an incident report. For privacy's sake, the other child will not be named.
6. Texting is used for all injuries of the head and face. The teacher may may text for other reasons and their own discretion.

SPECIFICS ABOUT DISCIPLINE

The world has little need of adults that have learned to listen to their preschool teacher. Instead we help children to regulate their own behavior and experience the responsibility of their choices.

1. Coaching: many behaviors just need a little tweeking to be considered acceptable. "When we get outside we can find stuff to throw," "read the books like this," or "When another child is holding it the toy is theirs to use as long as they want. You can choose another toy."
2. Redirecting: if coaching isn't enough, sometimes just the distraction of another venue does the trick. The teacher can help but the child chooses.
3. Intervention: if coaching and redirecting have failed, we may have another problem. This is the talking part of discipline. It might sound like: "you were throwing blocks, then you came to the book center and began taking books away from our friends, how can I help you?" or "what do you need?" If there is no answer: "Are you having trouble making choices? I can make a choice for you." They may open up and give the teacher something to work with or they may require...
4. Teacher's choice: the child is still playing. The teacher simply chooses an activity that excludes the skills troubling the child. The child usually migrates from this toy or area naturally.
5. The extreme? We meet with parents for their help to create an individual strategy for children struggling with repeating ineffective behaviors.

ABOUT BLOOD GLUCOSE TESTING

(Section 504 of IDEA)

1. All materials are to be provided by your family with original prescription labels with expiration dates and appropriate "Sharps Disposal" container.
2. Written authorizations are required:
 - a. "Blood Glucose Testing Consent/Verification..." LIC 9222
 - b. Diabetes Medical Management Plan signed by your child's health care provider. This should include
 - I. The frequency and circumstances requiring blood glucose monitoring.
 - II. Individualized instructions for lay treatment at specific blood glucose levels.
 - III. Your child's symptoms of hypoglycemia and hyperglycemia.
 - IV. Instructions regarding your child's meals, diet, frequency of meals and snacks.
 - V. Directions or restrictions for your child's physical activity
 - VI. Emergency evacuation/school lock-down instructions.
3. A parent designee will train a number of staff members in the use of the prescribed blood glucose testing method.
 - a. An appropriate plan will be established to keep all interested parties aware of blood glucose levels and food intake. Documentation will be in the method required and provided by the family, physician or your child's personal diabetic health care team.

ABOUT INSULIN INJECTIONS

- PLAN A. Families will make arrangements for regular injectable maintenance.
- PLAN B. If a high blood glucose threshold is met and the family is unable to provide an agent to inject their child with the appropriate dose of insulin, Los Angeles County Fire Department will be called to evaluate and treat the child.
- PLAN C. To be prepared for an unlikely event of no emergency response, a parent designee will train a number of teachers for emergency insulin administration. One of these teachers will participate in each injection scheduled during the school day. The insulin and materials for 72 hours of care will remain on hand at all times the child is on campus.

Please understand, we employ no medically trained persons. If your child requires supervision by a medical professional, your family would need to provide them.

ALL MEDICATIONS AND DEVICES ARE GIVEN TO STAFF TO SECURE IN THE APPROPRIATE LOCATIONS. NEVER LEAVE IN BACKPACKS

Note: Any plan made for the purpose of establishing a policy to accommodate a hypothetical child, need, or situation, may need revising when the actual child, need, or situation becomes known.

ABOUT FOOD ALLERGIES

Dove Day School's lunch and snacks are prepared onsite giving us the flexibility of allowing children to eat with their peers.

1. Speak to the director or administrator during admission.
 - a. Needs like replacing milk can be handled by simply bringing your choice of milk to have on hand and the cook will let you know when it need replacing.
 - b. Complex allergies requiring food replacement requires a menu review meeting. Our cook can help you to know what popular replacements can be had.
 - I. You child's special foods are kept in a separate bin and the cook will let you know when you need to go shopping!
 - II. Your child will be served meals as closely approximating the food being served to everyone else.
2. Outline concerns on "Child's Preadmission Health History – Parent's Report" LIC 702, include plan for accidental ingestion.
3. We don't serve peanut butter but peanut allergies have to be posted. We recommend bringing peanut-free treats we can give your child when baked items or other goodies are brought for celebrations.
4. Make sure your child's health care provider includes any allergy and the symptom alerts on the required "Physician's Report" LIC 701
 - I. Ask the health care provider for medication recommendations in the event we suspect ingestion or the alert symptoms occur.

ABOUT OTHER ALLERGIES

1. Speak to the director or administrator during admission.
 2. Outline concerns on "Child's Preadmission Health History – Parent's Report" LIC 702, include plan for accidental exposure.
 3. Make sure your child's health care provider includes any allergy, symptoms, and treatment on the "Physician's Report" LIC 701.
 4. Provide medication if needed and fill out the "Parent Consent for Medication..." LIC 9221
- HAND ALL MEDICATIONS AND INSTRUCTIONS DIRECTLY TO STAFF. WE WILL KEEP IT LOCKED IN THE CLASSROOM'S MEDICATION CABINET. BACKPACKS ARE NOT APPROPRIATE FOR MEDICATION STORAGE.

ABOUT ASTHMA

(Health and Safety Code 1596.798)

1. All medication is provided by the family with the original prescription label, including dosage, frequency of administration and expiration dates. **MEDICATION IS HANDED TO THE TEACHER OR OFFICE, BACKPACKS ARE NOT APPROPRIATE FOR MED STORAGE.**
 2. Written authorizations are required:
 - a. "Nebulizer Care Consent/Verification" LIC 9166, parent.
 - b. "Parent Consent for the Administration of Medication..." LIC 9221
 - c. "Asthma Action Plan" from the child's health care provider. We have a form, but the clinic or doctor's form is fine as long as it covers instruction and information like:
 - I. Asthma medication side effects and expected response
 - II. Specific indications for administering and the medication dose-form and amount
 - III. Actions to be taken in the event of side effects or incomplete treatment response
 - IV. Instructions for proper storage of the medication
 - V. Telephone number of child's physician
 - VI. and something like:
GREEN ZONE: when child is doing well, activity restrictions, maintenance medication, triggers and preventative measures,
YELLOW ZONE: when child may struggle, indications, medication directives, activity restrictions and
RED ZONE: when the child needs emergency intervention, indications, changes in medication directives, etc...
- All authorizations and instructions shall be updated annually.

ABOUT EPI PEN/EPI PEN JR.

(Business and Professions Code 2058A)

1. All medication is provided by the family with the original prescription label, including expiration date. It will be the family's responsibility to replace as needed to keep unexpired medication at the school.
2. Written authorizations are required:
 - I. Parent Consent for the Administration of Medication...LIC 9221
 - II. Written instructions from the child's health care provider regarding medical conditions requiring administration of the medication.
3. Staff orientation on signs or symptoms requiring the administration of the medication to be provided by the family.
4. In the event that the EPI Pen is used we will call 911 and child will be taken to the LACFD Medical Director's choice of emergency room. Parent notification is as immediate as possible.
5. EPI Pens must be kept in the classroom's locked medication cabinet **BACK PACKS ARE NOT APPROPRIATE FOR MED STORAGE.**