

# Dove Day School-Child Care

908 West Arrow Highway, San Dimas, CA 91773

What will we say about ourselves when we look back on all this?

Each staff member is determined their group will stay safe. EPI, our parent company, is committed to our people's wellness, keeping our health insurance paid for and active even when there were few children in our classrooms. Personally, I am obsessed with insuring Dove Day continues to make the best contribution to these childhoods, these people, and our community's future. Right now that means, staying safe, being happy, showing our children our confidence that everything will be okay, and learning together what it will take to move forward in unity.

Dove Day School has always valued small group learning. We are using careful logistics to keep each group separate (no one will miss the daily hugs more than I). We are capitalizing on the decision to license all of our rooms with the State of California so our child care can provide both the daily stability children crave and the learning they need. We are going to be utilizing our families. Asking for more help than ever. Families have donated electronics, money, and time. We are coming together.

Please look over this newly updated material carefully. Be welcome to ask questions, be sure we will do all we know to keep our children safe, and be at peace with whatever choice you make in the matter of caring for your family. – Jackie Almeida, Head of School-Child Care

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 7/3/20

Labor Day 9/7/20

Veteran's Day 11/11/20

Thanksgiving 11/26 & 27

Christmas 12/24 & 25

New Year 1/1/21

MLK Day 1/18/21

President's Day 2/15/21

Cesar Chavez 3/31/21

Memorial Day 5/31/21

Independence Day 7/5/21

Labor Day 9/6/21

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

## Other Days of particular interest:

**\* By order of our governor on 7/17/20 there will not be school except remotely. We are continuing childcare in each of our fully licensed spaces. This is the date we are setting as our goal to be hunkered down for the duration of this special time, providing the most stable community possible.**

**Our licensing agency has yet to limit us in program offerings, instead has rigorous expectations of children's supervision and safety. Dove Day has traditionally used our time with children to provide enrichment appropriate to the individual. Our child-care mission has always included academics.**

### First Day in new classrooms!

Monday, June 8, 2020

### ~~First Day of School~~ "Pandemic Child Care"\*

Monday, August 31

### Patriot Day – Wear Red, White, & Blue

Friday, September 11, 2020

### Dress Like a Pirate Day

Friday, September 18, 2020

### Professional Portraits \*hopefully

October 6 & 7 2020

### Conferences available starting \*Zoom

November 2, 2020

### Masquerade Festival & Trunk or Treat

Friday, October 30 2:30 to ☺ \*hopefully

### Santa Photos \*oh please!

Tuesday, November 17 starts at 8:30

### Winter Performance \*\*

Friday, December 18 at 2:30 School Closes at 3:00

### Spring Sing Thing & Open House \*\*

Wednesday, March 24, 2:30-5:30

### Spring Pony Pictures

\*if our Ponies didn't have to leave California

April 5 & 6 2021

### Transitional Kindergarten Graduation \*\*

Wednesday, June 2, 2021 at 6:30

~~We are open  
Monday –Friday  
6:00am to 6:30pm~~

**Our campus hours are restricted to 7am to 5:30 pm during the Pandemic restrictions. To each child's community exposure potential limited to a specific group of people, we've had to request a 9 hour limit of attendance window. Arrangements can be made for longer but at an extra cost.**

**\*\* These past few months we have seen the need for remote audience and will be good at it.**

**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). We require international students to complete their travel into the U.S. at least 14 days prior to attendance.

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. Removal of records shall be subject to the requirements in (Title 22) Sections 101217 (c) and 101221 (d).” Title 22”, Division 12 Chapter 1

## ENROLLMENT PROCEDURE

1. **TOUR** \*due to the potential need of comprehensive “Close Contact” tracing documentation we can only offer a Zoom visit to potential families. We can arrange a video-conference with the teacher but people unknown to us may not be on campus. You are invited to spend time with the cohort during outside play after your child is enrolled and before they start.
2. **APPLY:** The completed application and the registration fee will reserve an available enrollment or secure your child’s spot on a waiting list.
3. **FILL OUT FORMS** - the following enrollment forms can be found at [www.dovedayschool.com](http://www.dovedayschool.com) or you can get a set from us.
  - o Enrollment Agreement
  - o Identification, Emergency Information LIC 700
  - o Consent for Emergency Treatment LIC 627
  - o Parent’s Health Report LIC 702
  - o Admission Agreement
  - o Statement of Child’s Rights LIC 613A
  - o Notification of Parent’s Rights LIC 995
  - o Physician’s Statement LIC 701 (Infant Center and Preschool) and a copy of immunizations
  - o Report of Medical Examination for School Entry (Private Elementary)
    - Children enrolled in public school have the MESE housed with their school of choice.
  - o **Read and sign the current PANDEMIC CARE COVENANT, these are updated regularly.**

**REGISTRATION AND REFUNDS.** Registration is paid before a child can be accepted, placed on the waiting list, and annually to reserve programs in advance. To qualify for a 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.

- All programs except those listed below: Initial Registration: \$230, Renewing Registration: \$215\*
- Before and After School Care Only: \$165
- School Break Care Only \$75\*\*
- **We cannot grant registration refunds on programs we are prohibited by this crisis to offer, we can keep a credit active for a future date.**

\* renewals are prorated at \$18 per month from start date to September

\*\* Vacation Camp Registration is good June through May

**2 WEEKS ADVANCE NOTICE:** The school requires two weeks’ written notice of ANY SCHEDULE CHANGE, INCLUDING WITHDRAWAL. Annual Private School agreements that are necessarily for the school year **and Private School is only available by “Virtual Attendance”**.

## 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.

**VACATION CREDIT:** You may apply for a tuition credit for scheduled absences between June 1 and August 31, you qualify for one week after one year continuous enrollment and two weeks after the second year. **All vacation credit was exhausted in March for this summer.**

**INFANT TODDLER**

ages 6 weeks to 24 months

Full Day 6-6:30	Weekly *	Semi-monthly	Monthly	Daily*
5 Days	332	718	1403	66.36
4 Days	299	647	1264	75.21
3 Days	249	539	1054	83.27
Mornings 8-12:00				
5 Days	288	623	1222	58.74

**BUSY BEES**

born 9/1/18 through 6/5/19 (as they turn 2)

Full Day 6-6:30	Weekly *	Semi-monthly	Monthly	Daily
5 Days	268	580	1137	54.12
4 Days	241	521	1023	61.33
3 Days	201	435	853	67.89
Mornings 8-12:00				
5 Days	230	497	972	46.84

**GARDEN ROOM**

born 9/1/17 – 8/31/18

Full Day 6-6:30	Weekly *	Semi-monthly	Monthly	Daily
5 Days	246	531	1041	50.16
4 Days	222	478	937	56.78
3 Days	185	399	781	62.89
Mornings 8-12:00				
5 MORNINGS	205	461	902	43.46

**DISCOVERY & TK**

born 9/1/15 – 8/31/17

Full Day 6-6:30	Weekly *	Semi-monthly	Monthly	Daily
5 Days	229	496	970	46.74
4 Days	207	446	873	52.90
3 Days	173	372	728	58.63
Mornings 8-12:00				
5 Days	201	416	848	40.86
3 Days	151	313	635	51.14

**SCHOOL AGE PANDEMIC CARE** begins 8/31

Full Day 9 hours 7-5:30	Weekly *	Monthly	Winter and Spring Break
5 Days	200	865	included
Short Day 8:30 – 3:30			
5 Days	165	660	Available \$40 per day
Lunch	\$5 per day or \$20 per week		

\*Holidays are averaged in, daily rates are what it would cost if we never closed.

- These quotes reflect a discount for ACH bank account payments made through the tuition app. \$2 per transaction will be charged for cash and hand checks accepted by office staff. Plastic can be used at cost if up to 3%. \*Weekly billing requires enrollment into the ACH, or automatic payment program.
- 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% to 4% based on inflation, may occur 6/1/21, fees are posted in March for the following year.
- **Classroom Closing Fee:** Due to regulations (old and crisis), each family must commit to drop off and pick up between the hours of 7-4, or 7:30-4:30, or 8-5, or 8:30-5:30. We will use your commitment to keep staffing ratios appropriate. Overages cost \$.5 per minute for prearranged before 5:30 and \$2. per minute for surprises after 5:30.

**COVID-19:** LA County Department of Public Health update their guidelines as needed, childcare is required to adapt as quickly, with little or no advance notice. Dove Day uses the Remind App to notify families of changes and will consider our announcements received.

Please see [dovedayschool.com](http://dovedayschool.com) home page for a link to the latest LACDPH publication.

- If a child becomes ill with a high fever they will be welcomed back to care 72 hours after symptoms have cleared and no less than 10 days from the onset.
- Asymptomatic COVID-19 positive individual will need to be isolated for a minimum of 14 days from testing up to any added time recommended by their health care provider or health department case supervisor. All of their “close contacts” become documented and notified. We also post the dates and classrooms of possible exposure. Names of “close contacts” and the COVID-19 positive individual are privileged information and shared only with LACDPH and CCL when requested.
- Our other duties and priorities can be found in our “PANDEMIC CARE COVENANT”.

**DAILY ARRIVAL AND DEPARTURE: everyone must come unto campus with a face covering except children 2 and under. People without will be issued a disposable paper mask at a cost of \$5.**

**We open at 7am** but cannot accept an individual earlier than their cohort is staffed. To take children into care prior to the staffing of their class would require putting them into another group; a prohibited practice just now.

- 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**
- **CHECK IN:** The child’s driver will take the child’s temp and show it to our greeting staff, (you are encouraged to bring your own digital thermometer but we have a touch free type available) our staff will record it along with the time of arrival.
- **CHECK OUT:** Adults that can identify them selves as authorized may take a child from our facility.
- Everyone should be with their friends by 9:00 a.m. in order to feel like they belong. However, as a kindness to the children, we will not accept them after 9:59 a.m. Dr. appointment returns are permissible until 11 or after 2 pm. with a Dr.’s note.
- ~~**BEFORE & AFTER SCHOOL CARE:** We will not receive students after 7:30 nor accept them until the end of their regular school day. On ‘non school’ days children must be here before 9:59 am.~~
- ~~**SUMMER CAMP:** field trip days students need to be in class at least 15 minutes before the bus leaves.~~
- **WHEN YOUR CLASSROOM CLOSES: \$1 per minute Classroom Closing Fee** can be reduced to .50 if by prearrangement, after 5:30 the cost is \$2 per minute or \$1 if pre-arranged because the office staff is also staying. After 6:30 the Late Pick up charges also apply.

**FEES THAT CAN BE AVOIDED:**

- **Late payment fees** are charged 5 days after billing on monthly (\$50 per child) and semi-monthly (\$30 per child) accounts and after Tuesday for weekly (\$15 per child), *any discounts are also forfeited.*
- **The purchase of a disposable mask, \$5 charged to the family’s account.**
- **Returned payments** cost \$25, 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.
- **Failure to check in or out** can result in a \$5 charge per event.
- **Payment charges:** We prefer ACH withdraws from a bank account and this can be done free of charge. Credit and debt cards can cost up to 3% of the transaction. We still accept cash and checks with a \$2 per transaction handling fee. \*Weekly billing requires enrollment in our automatic withdraw system.
- **LATE PICK UP FEES:** Families will incur a late pick up fee of **\$30** (per child) at **6:31** (Winter performance the closing time is 3:00 and late pick up fees will apply) and \$30 (per child) every 15 minutes or part of 15 minutes thereafter. The time is marked upon the family’s departure from campus. We give this to directly to the teacher. **These charges are added to the Classroom Closing Fee.**

**TUITION ACCOUNTS** are available for viewing and paying online through our tuition app, myprocare.com, and current balance of accounts will display upon check in, we will also email statements on the first business day of each month. Should there still be need of a printed statement, you can request one for a charge of \$5.

**ADMINISTRATION MAY IMMEDIATELY REVOKE ADMISSION OF A STUDENT IF:**

- A student’s behavior is consistently beneath standards established by our Code of Conduct or outlined in this handbook or we cannot correct a behavior that poses a risk to the wellbeing or safety of other children.
- The administration finds that Dove Day School is unable to meet the needs of the child or the family.
- The family fails to keep their financial obligation.
- **The family exhibits a disregard of the rules put in place during “Pandemic Child Care”.**

**PHOTOGRAPHS AND PUBLICITY:** Photos of enrolled children may appear in our yearbook or be shared on the Remind App. We occasionally make videos to be shown at Parent Orientation night, Open House, or training. Permission for your child to be photographed or filmed, without compensation, is part of this agreement. You can require your child to not be photographed or filmed with a written notice handed to the office. We will never use your child’s image for marketing or on the Internet without express written consent.

**OBSERVATIONS:** You are welcome to observe

- Do not visit with the teachers, the students
- Request an appointment with the director about your observation.
- Do not initiate interaction with any student

Visitors are restricted during “Pandemic Care” but we can arrange something for enrolled families, children’s privacy requires the prohibition of recording but we can arrange a Zoom call.

**THE “REMIND APP”:** Upon registration, you will receive an invitation to join your child’s classroom on the “Remind App”. You may notice that after hour communications to the teacher will be delayed to their office hours. You can receive notices in your texts, email, or just on the app. A whole school emergency would be communicated via the Remind App. **\*all important updates are announced on Remind and considered received.**

**CONFERENCES:** You are welcome to request conferences whenever you have a question or concern. Please let the office know and your **“Pandemic Care Cohort” teacher can arrange a virtual face to face.**

**HYDRATION POLICY:** Our children bring from home each day a reusable drink container to **be kept on their physically distant table.** In the event a child arrives without their personal water bottle, your account will be charged for a new plastic drink container. **Our drinking fountains are closed during this time.**

**ILLNESS:** For the groups 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 Dove Day, they will need to go home and 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 US that we may watch for similar symptoms. We do not pick up sick children from school. We are allowed to care for well children only. **\* 72 hours after symptoms have cleared and no less than 10 days from the onset of symptoms with a high fever. This changes as needed to keep up with the requirements of LA County Dept. Public Health.**

**MEALS AND NUTRITION:** Morning snack 8 to 8:30, early afternoon snack at 2:30, late afternoon snack at 4:30 are included in the fees. Lunch is included in Preschool care and available for \$5 per day or \$20 per week in School Age Care. We never serve pork or beef. 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.**



**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.

**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 people they trust. **It is unknown what changes will happen to this procedure during the pandemic restrictions.**

**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.

- 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.
- When we see signs of an injury or have concern there may be a, yet undetectable, injury; an incident report will be sent to you via Remind and transcribed into your child’s profile.
- If we see an injury but not the cause – you’ll get an incident report.
- If children hurt one another –each family will get a report without the other party named.

**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 medications to the office staff.

**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.

**ABOUT FOOD ALLERGIES,** our lunch and snacks are prepared onsite giving us the flexibility of allowing children to eat with their peers. Speak to the director or administrator during admission.

- 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.
- Complex allergies requiring food replacement requires a menu review meeting. Our cook can help you to know what popular replacements can be had.
- We cannot extend these accommodations to our School Age Optional Hot Lunch Program.
- Your preschool child’s special foods are kept in a separate bin and the cook will let you know when you need to go shopping.
- Your preschool child will be served meals as closely approximating the food being served to the class.
- Outline concerns on “Child’s Preadmission Health History – Parent’s Report” LIC 702, include plan for accidental ingestion.
- 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.
- Make sure your child’s health care provider includes any allergy and the symptom alerts on the required “Physician’s Report” LIC 701
  - Ask the health care provider for medication recommendations in the event we suspect ingestion or the alert symptoms occur.

**ABOUT OTHER ALLERGIES**, speak to the director or administrator during admission.

- Outline concerns on “Child’s Preadmission Health History – Parent’s Report” LIC 702, include plan for accidental exposure.
- Make sure your child’s health care provider includes any allergy, symptoms, and treatment on the “Physician’s Report” LIC 701.
- 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) 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 office staff to audit our authorizations and for safe storage.

- Written authorizations are required:
  - “Nebulizer Care Consent/Verification” LIC 9166, parent.
  - “Parent Consent for the Administration of Medication…” LIC 9221
  - “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:
    - Asthma medication side effects and expected response\*
    - Specific indications for administering and the medication dose-form and amount\*
    - Actions to be taken in the event of side effects or incomplete treatment response\*
    - Instructions for proper storage of the medication\*
    - Telephone number of child’s physician
    - and something like:
      - **when child is doing well**, activity restrictions, maintenance medication, triggers and preventative measures,
      - **when child may struggle**, indications, medication directives, activity restrictions
      - **when the child needs emergency intervention**, indications, changes in medication directives
- All authorizations and instructions shall be updated annually.

\*we are happy to run a copy of the pharmacy instructions that often include most of this information.

**ABOUT EPI PEN/EPI PEN JR.** (Business and Professions Code 2058A) All medication is provided by the family with the original prescription label, including expiration date. 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

- It will be the family’s responsibility to replace as needed to keep unexpired medication at the school.
- Written authorizations are required:
  - Parent Consent for the Administration of Medication…LIC 9221
  - Written instructions from the child’s health care provider regarding medical conditions requiring administration of the medication.
- Staff orientation on signs or symptoms requiring the administration of the medication to be provided by the family.
- EPI Pens are kept in the office’s locked medication emergency medication cabinet.

**ABOUT BLOOD GLUCOSE TESTING** (Section 504 of IDEA) All materials are to be provided by your family with original prescription labels with expiration dates and appropriate “Sharps Disposal” container. Written authorizations are required and may include: (depending on age of child, ability to regulate, and technology used for the treatment of their diabetes)

- “Blood Glucose Testing Consent/Verification…” LIC 9222
- Diabetes Medical Management Plan signed by your child’s health care provider. This should include the frequency and circumstances requiring blood glucose monitoring.

- Individualized instructions for lay treatment at specific blood glucose levels
- Your child's symptoms of hypoglycemia and hyperglycemia.
- Instructions regarding your child's meals, diet, frequency of meals and snacks.
- Directions or restrictions for your child's physical activity
- Emergency evacuation/school lock-down instructions.
- A parent designee will train a number of staff members in the use of the prescribed blood glucose testing method. 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.

Note about our IMP: 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.

### **PRESCHOOL**

**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.

### **GROOMING AND SAFETY:**

A) 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) Please keep your child's nails trimmed and safe. New clippers available for purchase in the event that you have to do a quick manicure.

C) Chapped skin: we use food-quality coconut oil if your child's skin becomes irritated, but you are welcome to give your child's teacher your alternative preference.

### **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 ☺.
- Garments with crotch snaps will be left to dangle so pants need to be whole, with out 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!

**ABOUT POTTY TRAINING:** Potty training is started at school only by invitation from the classroom teacher, each has their threshold of readiness and we all honor the child’s sovereignty over their own functions. Your family will get “an INVITATION TO THE POTTY TRAIN” and a list of items needed to begin their journey. If you are potty training them at home and you get them to the level of asking to use the potty, then as soon as they do not need to go back into diapers for naptime, we can continue your good work.

**SPECIFICS ABOUT DISCIPLINE:** The world has little need of adults that have learned to listen to their preschool or elementary 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 adjustment 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.

**EXPECTED PARENT BEHAVIOR:** we expect adults to communicate concerns to the administration. You will never be called upon, nor allowed to approach another person’s child regarding your concerns and we will not allow another parent to confront your child. This is not negotiable, even if you think you are right. If the hard line policy on this disturbs you, please request clarification and become comfortable with it prior to any incident that could psychologically damage a child, cause ill will between families, and jeopardize your child’s participation in our program.

**HOMEWORK:** OPTIONAL homework is offered to allow children to show off their new interests, make school and home more united in goals, and to provide a structure for teachers to acknowledge the activities at home that correlate to our topics at school. Many children enjoy their grown up home work...sometimes. The teachers only prepare homework packets for families or children expressing an interest in DOING homework. How many of the items and how much of the packet your child does is up to you and your student. A sticker, stamp, star or whatever will be provided if any homework is done and a year end certificate is slipped into the Preschool Graduation packet for complete participation. Most important is the student’s enjoyment of preschool.

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.**

### **SCHOOL AGE (K-8)**

**OUR CODE OF CONDUCT** has been created to encourage habits of regard and support among peers. To attend Dove Day, students must agree to:

**Respect YOU:** take this time to LEARN, ask for what you need, tell others how you want to be treated, tell the truth, and be a good boss of yourself.

**Respect OTHERS:** have the people in your class's back, listen to them and the way they want to be treated, be responsible with other people's property and be kind.

**Respect AUTHORITY:** FIRST do/don't do what the staff member tells you. If you do not agree, find a time and a safe adult to politely start a conversation about what could be better.

**The "Don't" List:** Don't tell stories about other people. Don't touch other people or their stuff. Don't give others a reason to fear you. Don't copy other people's work.

Harmful conduct deserves: 1) a warning, 2) a conference, 3) suspension, 4) and finally expulsion if the student cannot be trusted with the wellbeing of others.

**EXPECTED PARENT BEHAVIOR:** additional to all standards of conduct stated above, we expect adults to communicate concerns to the administration. You will never be called upon, nor allowed to approach another person's child regarding your concerns and we will not allow another parent to confront your child

**STUDY HALL AND TUTORING:** We are uniquely set up to offer really good homework support! Our professional staff can offer help getting organized, \*

### **EXTRA BEFORE & AFTER SCHOOL CARE**

~~**SCHOOL DAY TRANSPORTATION:** Daily transportation to and from public school is offered using our company vans. These vans are driven by Dove Day School Staff that meet DOJ, FBI, CAIC, and CPR/First Aid requirements of Community Care Licensing. They are licensed but not professional drivers, insured through Educational Programs, Inc. vehicle policies.~~

~~**PANIC FEES:** if your child will not be needing after school pick up on a scheduled day, please call the office, or use the Remind App, if we are searching for a child you have at home, a charge of \$10 will be added to your account.~~

(Excerpts from form LIC 995 which is part of enrollment documents and can be found under "Parent's Rights" on our website [dovedayschool.com](http://dovedayschool.com))

## **CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS**

**PARENTS' RIGHTS** As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

**NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.**

For the Department of Justice "Registered Sex Offender" database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
COMMUNITY CARE LICENSING DIVISION  
1000 CORPORATE CENTER DRIVE, SUITE 200B  
MONTEREY PARK, CA 91754, PHONE (323) 981-3350**

## **PERSONAL RIGHTS Child Care Centers**

Each child receiving services from a Child Care Center shall have rights, which include, but are not limited to, the following:

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
4. To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
5. ...Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, the parent(s), or guardian(s) of the child shall make decisions concerning attendance at religious services or visits from spiritual advisors.
6. Not to be locked in any room, building, or facility premises by day or night.
7. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
COMMUNITY CARE LICENSING DIVISION  
1000 CORPORATE CENTER DRIVE, SUITE 200B  
MONTEREY PARK, CA 91754, PHONE (323) 981-3350**

**SPECIFICS ABOUT DISCIPLINE:** The world has little need of adults that have learned to listen to their preschool or elementary 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 adjustment 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.

**EXPECTED PARENT BEHAVIOR:** additional to all standards of conduct stated above, we expect adults to communicate concerns to the administration. You will never be called upon, nor allowed to approach another person's child regarding your concerns and we will not allow another parent to confront your child.