

Dove Day School

908 West Arrow Highway
San Dimas, CA 91773

Welcome to our School Age Program. This handbook has been designed to give answers in advance of any question WE could think of. Your questions add to our ability to provide an excellent place for your child to land when they are not at the public school you have chosen.

Our School Age Program cares for children in Kindergarten through 8th grade.

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.

Monday through Friday
0600 - 1830

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

Transitional Kindergarten Graduation

Wednesday, June 5, 2019 at 6:30

Summer Camp Begins

June 10, 2019

SCHOOL AGE PROGRAMS AND FEES

June 11, 2018 – June 7, 2019 for SCHOOL AGE CARE

Before & After School 6:00 am-6:30 pm	Weekly	Weekly Compact Days	Daily
5/4 Days	148	Included	29.60
3 Days	111	\$5 per	37.00
\$5 per day to add all day or early release			
Before School only 6:00 am – 8:00 am	Weekly		Daily
5/4 Days	102		20.40
3 Days	77		25.67
\$ 20 per day to add Pm pick up or all day care.			
After School only 2:00 pm – 6:30 pm	Weekly	Weekly Compact Days	Daily
5/4 Days	127	Included	25.40
3 Days	95	\$5 per	31.67
\$10 per day to add AM drop off or all day care \$5 per day for early release, Kindergarten pick up \$8 per day for Kindergarten morning pick up			

Please Note:

- 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 always be the one applied.
- Fees quoted are for the 2018-19 school year.

Fees that can be avoided:

- Late fees are charged on the 7th of the month, discounts are forfeited.
- Using credit or debit card adds 3%.
- Returned checks cost \$25, a late fee, and loss of discount.
- \$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 if removed from the group. 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 can cost you up to \$5 per signature.
- \$25 dollars per child is charged at 6:31pm, \$50 per @ 6:46, \$75 per @ 7:01 – it just keeps going up but we always take care of our children.

ADMISSION POLICY: We accord equal treatment and access to service without regard to race, color, religion, national origin or ancestry.

INSPECTION NOTICE: This school is licensed by the state and city. “The Department has the authority to interview children or staff *without prior consent*. The licensee (Dove Day School) shall ensure that provisions are made for private interviews with any children or staff members. The Department (Community Care Licensing) has the authority to inspect, audit, and copy child or child-care center records upon demand during normal business hours. 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

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 the registration fee will reserve an available enrollment or secure your child’s spot on a waiting list.
3. **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, Emergency Information LIC 700
 - Consent for Emergency Treatment LIC 627
 - Parent’s Health Report LIC 702
 - Admission Agreement
 - Statement of Child’s Rights LIC 613A
 - Notification of Parent’s Rights LIC 995

REGISTRATION & WAITING LIST: Registration must be paid before a child can be accepted, placed on the waiting list, and annually to reserve programs in advance. 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. School Year Registration is \$115 and Summer Registration is \$65.

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.

CODE OF CONDUCT

We are confident that today’s students will innovate solutions for tomorrow’s concerns. They will need each other to accomplish this. Our CODE OF CONDUCT has been created to cultivate habits of respect and support among peers. To attend Dove Day, students must agree to:

Respect one’s self: take advantage of instructional resources, make requests to acquire wants and needs, care for belongings, communicate personal boundaries and behave worthy of personal dignity.

Respect peers: support the effort of each peer to progress according to their own values and abilities, comply with known boundaries, be certain to always speak encouragement, and be kind.

Respect for authority: follow the instructions of authorized persons, use conflict to initiate an interactive process, and support peers in these objectives.

Further; Dove Day Students are obliged to refrain from: telling stories about other people, unauthorized contact with other people’s property, telling untruths, dominating or attempting to intimidate another person, physical contact with peers, plagiarism/cheating, and language that could be construed as threatening, disparaging, or offensive.

DISCIPLINE

Dove Day School takes education seriously and we respect discipline as a learning opportunity. The Staff strives to use the effect of a behavior to help young people make more productive choices. We **coach, redirect, intervene, limit options** and then, in extreme circumstances, **keep the student near the supervising teacher until they can successfully reenter peer interaction**. We never use, and cannot allow, corporal punishment and know shame to be counter-productive in learning environments.

A parent conference may be required to better understand a young person’s motivations for undesirable behavior. 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.

The administration reserves the authority to immediately rescind enrollment when the staff of Dove Day School cannot benefit a young person’s development, including but not limited to behavior related issues.

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.

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.

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

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

(Excerpts from form LIC 995 which is part of enrollment documents and can be found under “Parent’s Rights” on our website dovedayschool.com)

ADMINISTRATION MAY IMMEDIATELY SUSPEND OR REVOKE ADMISSION OF A STUDENT IF:

- The student’s behavior is consistently beneath standards established by our Code of Conduct outlined in this handbook.
- 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.

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 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.

DAILY ARRIVAL AND DEPARTURE:

- We will not receive students after the vans leave at 7:50 nor accept them until the end of their regular school day. On field trip days students need to be in class at least 15 minutes before the bus leaves. We cannot refund fees for failure to make the bus.
- 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**
- 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. A child using our before school drop off and after school pick up would have a SIGN IN SHEET like this.

Time in	authorized signature	Time out	authorized signature	Time in	Authorized signature	Time out	Authorized signature
7	<i>Your Signature</i>	8:05	<i>Our staff sign</i>	2:15	<i>Our staff sign</i>	5:02	<i>Your Signature</i>

LATE PICK UP FEES: Families will incur a late pick up fee, per child, of \$25.00 at 6:31, \$50 at 6:46, \$75 at 7:01, \$100 at 7:16, adding \$25 for each 15 minutes or portion thereof. Please notify us so we may keep your child from worrying

PHOTOGRAPHS AND PUBLICITY: Photos of enrolled children may appear in our yearbook. We occasionally make videos to be shown at Parent Orientation night, Open House, training, and to share our day with families. 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.

OBSERVATIONS: You are welcome to observe at any time.

1. Do not visit with the teachers, the students deserve their attention
2. Request an appointment with the director or your child's teacher should you have comments or concerns about your observation.
3. Do not initiate interaction with any student but your own.

CONFERENCES: Our families are welcome to arrange conferences through the office. We will replace the teacher in supervision so our children remain safe and you can have the teacher's full attention.

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.

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 from start of school until start of school. 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, after confirmation it is forwarded to the teacher. She/he will let you know the hours he/she works, please keep texting communication to his/her working hours only.

NAP TIME: We offer a rest period from 12:30 – 1:30. If your child would care to rest please leave a blanket and sheet to be kept at Dove Day. Students rest with their shoes on to insure their feet are protected in case there is an emergency during naptime or the inevitable excursions to

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**

(Excerpts from form LIC 613A which is part of enrollment documents and can be found under "Child's Rights" on our website dovedayschool.com)

Field Trips: Students get several opportunities for school day adventures and summer camp hits the road each week. We contract with Elite School Transport for a full sized school bus and a professional driver. Field trip charges include transportation, admission, and lunch when appropriate. Parents sign permission documents on each trip and the extra fees must be paid prior to the trip.

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.

Eating at Dove Day School: We maintain a kitchen and full time cook. Our cook provides:
MORNING SNACK beginning at 7:15 on School Days to be sure people getting in vans have gotten a chance to have MUFFINS OR CEREAL (see the menu schedule).
LUNCH: Young people on campus at 11:30 have the option of bringing a lunch from home; we have microwaves and will heat items as needed, or ordering a lunch from our kitchen. We serve milk, and fresh fruit with the items listed in the posted lunch calendar. Our lunches are \$5 per day or \$20 per week. They can be arranged by signing the “Lunch List” next to the sign in book, also a child without a lunch will automatically get a school lunch from our kitchen.
PM SNACK #1 2:15-3:30 – We offer a starch and fresh fruit. And
PM SNACK #2 5:30 – just a starch so your student will still eat a good dinner when you get home.

After School Options:

CHOZEN MARTIAL ARTS

\$75 PER MONTH + \$10 for first time registration (can be pro-rated and vacation credit applied) Sensei Cory comes to campus twice per week and teaches beginner and intermediate classes.

HOMEWORK Help: We are uniquely set up to offer really good homework support! Our professional staff can offer help getting organized, tutoring, and a place to collaborate on assignments. The computer and printer stand ready to help with school work as well.

ABOUT INJURIES ON CAMPUS: Our staff supervises active play but in no way can we guarantee an injury free day. 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. When we see signs of an injury or have concern there may be a, yet undetectable, injury; an incident report (duplicate) will be made. Texting is used for all injuries of the head and face. A parent is notified subsequent to calling 911 for a medical emergency. A staff member will take charge of your child and another will be available to communicate and wait for parents, directing them to the ER destination. In the event of a dental injury, we get direction from the dentist designated on form LIC 700 if parent cannot be reached.

INCIDENTAL MEDICAL: Our staff can administer topical, oral and inhaled medications. We are prepared to keep and use EPI pens, provide administration of inhaled medication, 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. 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: Speak to the director or administrator during admission. Milk replacement can be handled by simply bringing your choice of milk replacement 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 suggest popular replacements items. Your child’s special foods are kept in a separate bin and the cook will let you know when you are running low. Your child will be served meals as closely approximating the food being served to everyone else.

Please outline allergy concerns on “Child’s Preadmission Health History – Parent’s Report” LIC 702, include plan for accidental ingestion.

Ask your child’s 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. Provide medication if needed and fill out the “Parent Consent for Medication...” LIC 9221

School Age Program School Day Schedule

BEFORE SCHOOL

6:00 AM Open Center in room 4
7:00 Outside Play
7:15-7:45 Snack
7:30 First Call to gather belongings
7:45 Vans leave for offsite school drop off

AFTER SCHOOL

MINIMUM DAY PICK-UPS

12:20 Shull, Allen, & Ekstrand
12:25 Gladstone

COMPACT SCHEDULE PICK-UPS

12:55 Tuesday Ekstrand, Wednesday Shull
1:00 Monday Allen, Wednesday Gladstone

KINDERGARTEN PICK-UPS (until mid-March)

1:05 Shull & Ekstrand
1:10 Allen & Gladstone

Early Pick-ups arrive to:

Art, Messy Science, Cooking & Music

The schedule rotates so everyone gets a chance!

2:00 K-3 Pick-ups

2:15-3:30 Snack and outside play

3:30-4:30 Study Hall

3:30 Dramatic Reading

4:00 Inside individual choice

4:30 Outside play

5:30 Inside for snack and table activities

6:30 Center closes

School Age Program No School Days

6:00 AM Open Center in room 4

7:30 Outside Play

7:30-8:30 Snack

9:00 Groups separate:

K&1st, 2nd&3rd, 4th&5th, 6th-8th

Themed group projects

& Art or Messy Science

or individual pursuits

10:00 Math Lab

10:45 Dramatic Reading

11:30-12 Lunch

12-12:30 Recess

12:30-1:30 Opportunity to rest

12:30 Library Time:

Puzzles

Silent Reading

Board Games

Computer projects

1:30 Outside pick up games

2:00 Outside free choice

2:30-3:00 Inside for Snack

2:30 Inside individual or group activities (leisure)

computers available for continuing projects

Building centers and game tables

3:00 Tutoring available

4:00 Outside play - playground games

5:30 Inside for snack and table activities

6:30 Center closes