

# Dove Day School

908 West Arrow Highway  
San Dimas, CA 91773

Welcome to our Infant Center

For children 6 weeks to 24 months old.

The capacity to love the world is formed in the first three years of a person's life. We believe the quality of experiences and relationships during these early years provide powerful tools for the child they are, the person they will become and the society they will help create.

We see your baby as an explorer and initiator. Our job is to support their endeavors by:

- Providing a safe, predictable environment balancing the familiar with the challenging.
- Responding to coos, and giggles as intensely as we respond to distress.
- Turning routines into satisfying interactions.
- Helping only as necessary to allow your baby to naturally master his/her own actions and interests.
- Carefully observing your baby's communications and needs.
- Remaining humble to the huge amount of learning taking place at this time in a human's life span.

## OUR GOAL

"An authentic child is one who feels secure, autonomous, and competent." —Magna Gerber, Dear Parent, Caring for Infants With Respect.

**CENTER HOURS**  
0600 - 1830

## Dove Day School 2019-20

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 7/4/19	Labor Day 9/2/19
Veteran's Day 11/11/19	Thanksgiving 11/28 & 29
Christmas 12/25/19	New Year 1/1/20
MLK Day 1/20/20	President's Day 2/17/20
Cesar Chavez 3/31/20	Memorial Day 5/25/20
Independence Day 7/3/20	Labor Day 9/7/20

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

### Other Days of particular interest:

#### First Day of School

Monday, August 26

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

Wednesday, September 11, 2019

#### Dress Like a Pirate Day

Thursday, September 19, 2019

#### School Pictures

October 3 & 4 2019

#### Masquerade Festival & Trunk or Treat

Thursday, October 31<sup>st</sup> 2:30 to ☺

#### Santa Photos

Tuesday, November 19 starts at 8:30

#### \*Winter Performance

Friday, December 20 at 2:30 School Closes at 3:00

#### Spring Pictures

March 5, 2020

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

Wednesday, March 25, 2:30-5:30

#### Spring Pony Pictures

April 6 & 7, 2020

#### \*Transitional Kindergarten Graduation

Wednesday, June 3, 2020 at 6:30

#### First Day in new classrooms!

Monday, June 8, 2020

\*ask your teacher about alternate pick up for crowded parking lot events

**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 invite you to see all of our facility and ask questions. You are welcome to visit as often as you like!
2. **APPLY** -Once you have made your choice, your completed application with fees 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](http://www.dovedayschool.com) :
  - \*Identification, Release & Emergency Information
  - \*Consent for Emergency Treatment \*Family History
  - \*Parent’s Health Report \*Physician’s Report
  - \*Statement of Child’s Rights & \*Parent’s Rights
 These forms are brought with you for our...
4. **TRAIN THE TEACHER:** before your child begins, the classroom lead will fill out a “Needs and Services” form with your instructions about the care of your child. You will specifically discuss:
  - \* feeding preferences           \* diapering
  - \* sleeping plan                   \* areas of concern
  - \* personal hygiene – fingernail maintenance, face washing, grooming, and other health and safety conversations.

**Infant Center Schedules and Fees**

as of June 2019

	<u>weekly</u>	<u>semi-monthly</u>	<u>monthly</u>
FULL TIME 6a – 6:30p			
Five Days	\$ 313	\$ 676	\$ 1324
Four Days	\$ 282	\$ 496	\$ 1193
Three Days	\$ 235	\$ 507	\$ 994
MORNINGS 8-12			
Five Days	\$ 277	\$ 598	\$ 1172

- 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 1% of the transaction and ACH to credit cards 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 6/1/20, fees are posted in March for the following year.

**REGISTRATION & WAITING LIST:** The \$250 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 \$190.

**ANNUAL CONTINUING ENROLLMENT:** The fee of \$210 and \$190 for additional siblings will reserve your child’s place for the next school year beginning in August. Reservations begin March 1.

**VACATION CREDIT:** Advance written notice is required to take advantage of the week’s vacation credit for non-attendance, available from June 1 through August 31 only. The credit will apply to the following month’s fees.

***Fees that can be avoided:***

- Late fees are charged 5 days after billing on monthly (\$30 per child) and semi-monthly (\$20 per child) accounts and after Tuesday for weekly (\$10 per child) accounts, any discounts are also forfeited.
- Returned checks or ACH 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” may cost you \$5 per missing check in/out.

**DISENGAGEMENT 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.

Administration may immediately revoke admission of a student if;

- 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’s financial obligations are not met within ten business days of the late fee notice.

**Schedules** for children up to 12 months are completely individualized. Each child’s schedule is set according to their needs..

- Toddler example schedule
- 8:00 breakfast                    8:30 diaper check and Floor play and Story
- 9:00 Go outside                    9:30 diaper check & small motor
- 10:00 Grass yard & Art 10:30 diaper check & story
- 10:55 Get ready for BUGGY WALK! 11:20 Lunch to nap
- 2:00 Diaper as children wake    2:30 pm snack
- 3:00 Diaper check to go outside
- 4:30 Diaper Check                4:45 Storytime and Floor play and Music

**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. Video’s are occasionally made 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. Please do not visit with the teachers, the babies require and deserve their full attention
2. A clipboard with paper and pencil will be provided if you wish to take notes.
3. For privacy please request an appointment with the director or your child’s teacher should you have comments about your observation.
4. Please do not initiate interaction with any baby but your own. You are encouraged, however, to reciprocate any interest a baby shows you.
5. We guarantee each child a predictable environment and that means only one separation per day. If your child should become upset at your departure...they go with you. For this reason we recommend end of day observations.

**REST TIME:** Dove Day will provide a fresh sheet and blanket daily or more often if needed. We follow the Safe Sleep Guidelines, babies until 12 months are put into their crib without loose items and on their back. Pacifiers are recommended but cannot have anything attached to them while in the crib. A child under 12 months can only be placed on their tummy for sleeping with a note from their primary medical provider. You will be discussing your child sleeping plan during the Needs and Service meeting before they start in our care.

**DAILY ARRIVAL AND DEPARTURE:** Our licensing requires an accurate documentation of “Chain of Custody”. Guardians and their authorized agents **MUST CHECK IN AND OUT** with their thumb print. This is a favored point of inspection so we will be conducting regular audits. We reserve the right to charge \$5 per missing check in/out.

**Tuition Accounts** are available for viewing and paying online through our tuition app. Current balance of accounts will display upon check in. We will email statements of accounts 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.

**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 numbered slot. You will keep the same number for the school year. All written communications from the school and other parents will be placed in your message center. Please check it regularly.

**Remind App:** Upon registration, you will receive an invitation to join your child’s classroom on the “Remind App”. Miss Jackie is always available but you may notice that after hour communications to the teacher will be delayed to their office hours. This application can message you in your texts, email, or just on the app. A whole school emergency would be communicated via the Remind App.

**Conferences:** You are welcome to request conferences whenever you have a question or concern. Please set up this appointment through the office so your teacher may be replaced in supervision.

#### **Clothing and Supplies**

- ✓ Bring appropriate clothing for outdoor conditions.
- ✓ Walkers need flexible soled shoes, no sandals or boots
- ✓ Keep EMERGENCY clothing, food and formula at school
- ✓ Keep diaper supply filled, figure 5-8 per day
- ✓ Mark all outerwear with your last name
- ✓ We cannot be responsible for jewelry.
- ✓ Bring sanitized and labeled bottles
- ✓ We can store supplies of baby food and cereal
- ✓ Bring at least two pacifiers if your child requires one

#### **LEAVING YOUR CHILD WITH US**

- ❖ Develop a separation routine and do not be afraid of crying (for either of you) it is a natural expression and the teacher will be much more attractive to your baby once you leave.
- ❖ *NEVER* sneak out. This creates mistrust.
- ❖ Suggestion: It is simpler to restock your baby’s supplies at the end of the day rather than come in with everything.
- ❖ Children are routinely accepted as late as 9:30, 11:00 after a doctor’s appointment (with a note).
- ❖ Please keep your release authorization and contact information up to date.
- ❖ We will only release your child to those on your list and only with proper ID.
- ❖ DOCUMENT “CHAIN OF CUSTODY” WITH YOUR FULL LEGAL SIGNATURE ON YOUR CHILD’S PERSONAL SIGN IN/OUT SHEET. We charge \$5 per signature if it becomes necessary to remind you.

#### **GROOMING AND SAFETY:**

- A) We clean faces with soft cloths soaked in baby wash/coconut oil/water solution – even when the children prefer we leave the boogies. – all day long, if you would rather bring your own “Boogie Wipes” please include instructions in your “NEEDS & SERVICE” meeting.
- B) Long locks obscure vision BUT we have brushes and new pony tail holders separate for each child that needs it. If a child doesn’t want to be groomed – a quick messy pony can still do the trick. We will get permission during your “NEEDS & SERVICE” meeting or your plan to keep your child’s bangs from obscuring their vision.
- C) Toddlers have weaponized fingernails – like razors BUT we have sanitized clippers and are willing to help. Permission to do so will be required during the “NEEDS & SERVICE” meeting or your plan to keep your child’s nails trim and safe. We keep packages of new clippers available for purchase in the event that those little nails grew overnight.
- D) Boobos and ouchies get cleaned, treated with a no sting antiseptic anesthetic (compare to Bactine), and a band aid. Families will receive “Incident Report”. A texted photo will be sent if your child gets an injury to the face or head.
- E) Chapped skin: we use food quality coconut oil if your child’s skin becomes irritated, but you are welcome to provide your preference. PLEASE GIVE YOUR PREFERRED CHAPPED SKIN TREATMENT TO STAFF, those things hide in backpacks and diaper bags.

**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.
- Children are routinely accepted as late as 9:30, 11:00 after a doctor's appointment (with a note).
- The school is scheduled to close at 6:30 p.m. daily.

SEE PAGE 3 for LATE FEES AND POLICIES.

Please note that children may not be dropped off between the hours of 11 and 2. If you are expecting to be calling for your child later than usual, please let the center know.

## **FEEDING YOUR BABY**

Please make yourself familiar with our menu as it is the only food we provide. You will initiate each transition of your child's feeding. Please indicate new foods on the daily information page. Babies have their **bottles** in the arms of their teacher for the eye contact and visiting potential. **Spoon-fed** but still somewhat wobbly babies will also sit in teacher's lap for feeding.

Dove Day uses "chairries" with a 5" high seat and the 7" chairs that pull up to the table. Babies eat where they are safest and most comfortable.

Once a child is sitting they will also have a spoon for banging, mouthing or helping themselves even though the teacher is still feeding them.

Table food is introduced at your request and we provide what and when you see on the menus.

Additional fees are charged for using our emergency stores of formula, diapers, or baby food.

**Discipline:** As your baby explores the world there are moments they come up against boundaries and their innate curiosity will demand that they test these boundaries. We use careful observation and modeling to prevent harmful behavior and to teach acceptable options. Then we have tenacious reinforcement, redirection and finally a short time away from a group to interrupt a behavior. Punishment, shame and corporal extremes are unnecessary, harmful, and often counter-productive. Dove Day takes education seriously and we see discipline as a learning opportunity.

## 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.**