

Dove Day School

908 West Arrow Highway
San Dimas, CA 91773

Our Elementary serves children
Kindergarten through 8th grade

We welcome you to Dove Day School. We are tremendously proud of the traditions that reflect the many contributions families and staff made over the past 58 years. This handbook was designed with the intention that you feel at home here.

Warmest Regards,
Jackie Almeida

Our Foundation

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

Our Philosophy

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

Our Mission

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

Our Goal

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

School hours:
0600 - 1830

Dove Day School 2018-19

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

Elementary Awards

Thursday, June 6, 2019 at 5:30

Summer Camp Begins

June 10, 2019

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.

SCHOOL DAY ONLY

- **\$5,418** payable in 9 installments of \$602 due 8/31/18 – 5/1/18
- **\$4,876** payable in 2 installments of \$2,438 due 8/15/18 & 1/15/19
- **\$4,605** in a one-time payment due 8/15/18
- Program: 8:00-3:30 on school days beginning 8/27/18 through 6/07/19
- Occasional care on school days is available at a cost of \$10 per hour
- School breaks are available for \$25 per day

EXTENDED DAY

- **\$7,227** payable in 9 installments of \$803 due 8/31/18 – 5/1/18
- **\$6,504** payable in two payments of \$3,252 due 8/15/18 & 1/15/19
- **\$6,143** in a one-time payment due 8/15/18
- Program hours: 6:00 to 6:30 from 8/27/18 to 6/07/19 excluding legal holidays. This program is a good value if your child consistently needs more than an hour of occasional care per day, winter and spring breaks are included in this plan.
- * Dove Day charges "Occasional Care" by the hour rounded to the nearest 25 cents each week. The before and after-school staff provide the times of arrival and departure for these charges. Your family may change programs once during the school year and note that Occasional Care is billed in arrears and Extended Day in advance. Please see Mrs. Almeida if you have questions

Registration for all programs: \$175 for initial registration and \$160 for returning students. Siblings register for \$140.

Materials Fee: \$225 due the first day of school.

By submitting and signing the Enrollment Contract families promise to refrain from disruptive conduct while on school property including but not limited to; corporal punishment of their own child, confronting other children, parents or staff and using profanity. Families insure payment of all fees. Dove Day School promises to provide each family with a detailed account of fees. The school will do all it can to assure a safe environment. Injuries happen and we provide insurance to cover what the child's insurance does not. Parents agree not to hold the school liable for accidental damage or loss to personal property

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
 - Reservation Agreement
 - Statement of Child’s Rights LIC 613A
 - Statement 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.

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)

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:

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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)

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.
- 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

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 TEACHER OR OFFICE; BACKPACKS ARE NOT APPROPRIATE FOR MED STORAGE.**

Written authorizations are required:

1. LIC 9166, if a Nebulizer is being provided for use,
2. "Parent Consent for the Administration of Medication..." LIC 9221
3. "Asthma Action Plan" from the child's health care provider. It should cover:
 - a) Asthma medication side effects and expected response
 - b) Specific indications for administering and the medication dose-form and amount
 - c) Actions to be taken in the event of side effects or incomplete treatment response
 - d) Instructions for proper storage of the medication
 - e) Telephone number of child's physician and instructions for
 - I. When child is doing well, activity restrictions, maintenance medication, triggers and preventative measures,
 - II. When child maybe struggling, indications, medication directives, activity restrictions
 - III. When the child needs emergency intervention, indications, and changes in medication directives.
4. All authorizations and instructions shall be updated annually.

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. It will be the family's responsibility to replace as needed to keep effective medication at the center.

Written authorizations are required:

1. Parent Consent for the Administration of Medication...LIC 9221
2. 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.

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. EPI Pens must be kept in the classroom's locked medication cabinet
BACK PACKS ARE NOT APPROPRIATE FOR MED STORAGE.

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:

- “Blood Glucose Testing Consent/Verification...” LIC 9222
- Diabetes Medical Management Plan signed by your child’s health care provider. This should include:
 1. The frequency and circumstances requiring blood glucose monitoring.
 2. Individualized instructions for lay treatment at specific blood glucose levels.
 3. Your child’s symptoms of hypoglycemia and hyperglycemia.
 4. Instructions regarding your child’s meals, diet, frequency of meals and snacks.
 5. Directions or restrictions for your child’s physical activity
 6. 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.

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 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 needs replacing.

Complex allergies requiring food replacement requires a menu review meeting. Our cook can suggest popular replacement 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

Elementary School Days

Uniform Policy:

Dove Day School has partnered with *FrenchToast.com* for your child's school uniform. Use school code QS5ADRR to access our school dress code.

We also carry silk-screened polos for \$12 in grey and burgundy.

Boys

Logo Polo** in grey, burgundy or white,
Optional - white button down shirt – optional tie *
Long or short pants in black
Athletic Shoes
Classroom sweaters in black, burgundy, or grey

Girls

Logo Polo** in grey, burgundy or white,
Optional - white button down blouse*
White button down shirt/blouse
Burgundy/Grey plaid skirt, skort, scooter, or jumper***
Black pants, shorts, skirt, skort, scooter, or jumper
Plain tights in black, white, or burgundy
Flat, non-embellished shoes that fasten to the foot for active play

No no's

No boots or sandals – high tops limited to just above the ankle
No heels – No hoodies in the classroom – no other logos

Fridays are jeans and spirit shirts!!

**ties are optional and available at FrenchToast.com*

***Our Logo Polos are only available on FrenchToast.com*

****Our new plaid is only available on FrenchToast.com*

*The only exclusive items are the logo polo shirts
last year's logo polo shirts are okay*

BEFORE SCHOOL CARE

6:00 AM Open in room 4

7:30 Outside Play

7:30-8:30 Snack

8:00- School Day Recess

8:30- Class Start

Themed group projects

11:30-12 Lunch

12-12:30 Recess

12:30-1:30 Kindergarten Rest Period

12:30- Grades 1-8 Class time

3:00 -3:30 School Day Recess and Snack

AFTER SCHOOL CARE

3:30 -4:00 Continue to play outside

4:00 Study Hall

5:00 Inside individual or group activities (leisure)

computers available for continuing projects

Building centers and game tables

5:30 another snack

6:00 wait for slow parents in the office

6:30 School Closes