

# Little Dominicans Pre-School Learning Center Handbook

Holy Rosary School  
2018 - 2019



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# **WELCOME to Little Dominicans Preschool Learning Center!**

We hope that you and your child will enjoy the stimulation and socialization opportunities our Little Dominicans program offers. Please feel free to ask questions and share suggestions at any time.

For some of you, this may be the first preschool experience you've encountered. If this is the case, or even if it is not, your child may experience some separation anxiety at first. They may cry, be a little clingy, and may be more tired due to their increased activity level. Do not be alarmed; this is completely **normal**. As your child becomes more comfortable with us, this behavior will diminish.

If you would like to visit us at any time, please feel free to do so. You are most welcome to take part in the program as a classroom volunteer or to attend a field trip. Parent volunteers must meet all the requirements as stated in the Parent Volunteer Requirements of this handbook.

Our Little Dominicans program is designed to provide a safe, creative, and stimulating intellectual and social environment for "two and three year olds". We strive to provide an atmosphere of respect and loving appreciation for each person. We will work individually, in small groups, and as a large group at various times throughout our session to provide variety in our experiences. Our classroom will provide hands-on experiences and games to prepare the children for their entry into Pre-Kindergarten. We strive to be individualized in our dealings with the children, being sensitive to their needs and abilities.

Our Little Dominicans program will follow the basic admission policies of Holy Rosary School. Any new student is on a six-month probation upon entering Holy Rosary School. If academic or behavioral ability is not up to grade level expectations, the student can be dismissed from enrollment.

**Our maximum class size is 30 students.**

**Hours of operation are Monday - Friday, 6:30 a.m. - 6:00 p.m.**

**Daily Schedule is included in this handbook.**

**Holiday Schedule for 2018-2019:**

9/3/18 - Labor Day

10/8/18 - Columbus Day

11/12/18 - Veterans Day

11/22/18 & 11/23/18 - Thanksgiving Break

12/25/18 & 12/26/18 - Christmas Break

1/1/19 - New Years Day

1/21/19 - Martin Luther King, Jr. Day

2/18/19 - Presidents Day

5/27/19 - Memorial Day

7/4/19 - July 4th

# PROGRAM

## DAILY POLICIES

1. Children attending our Little Dominicans program are between the ages of 2 to 4 years old. The children must be 2 years old at time of enrollment.
2. There is an additional fee of \$5.00 a day if your child is not toilet-trained. You need to provide diapers and wipes for your child.
3. All children **MUST** be signed in and signed out each day. **Parents/Guardians will be fined \$50.00 if their child is not signed in and/or out.**
4. Class begins promptly at 8:00 a.m. Parents/Guardians **MUST** park their vehicle, escort their child to the class, and sign them in.
5. We will dismiss from the classroom. PLEASE BE PROMPT! Only those people listed on your emergency information sheet are authorized to sign out your child.
5. Your child may be signed in/out by their HRS sibling, age 12 and older, ONLY with prior verbal and written authorization from the parent/guardian to the program director.
6. Any changes or revisions to your child's student profile must be in writing and signed by the parent/guardian.
7. Please bring a large Ziploc baggie with a change of clothes for your child. All items must be labeled!
8. **Please label everything your child brings to school (especially jackets).** Toys should not come to school except on sharing day. Books or tapes that go with the day of the week are always welcome visitors to our classroom. Please notify a teacher when you bring them.
9. Please text the teacher when your child is ill or will miss class. The phone number is 925-428-0525.
10. Please follow the illness policy as stated in this handbook.
11. We will provide a morning and afternoon snack for your child. If your child is allergic to something, please notify the teacher and we will provide an alternative. **It is important for us to be aware of your child's food sensitivities/allergies.**
12. You need to provide a lunch for your child.
13. Children should wear sturdy play clothes and shoes with grip soles. **No flip-flops please** as they are dangerous with the play equipment. Our classroom is an active, hands-on situation, so please send your child in clothes that will not be ruined should any stains appear. (Washable paint is really a myth)!
14. Be advised that children will not be allowed to attend class until all required paperwork is **completed and fees are paid.** This paperwork includes Application for Admission, Registration Contract, Student Profile, Photo Video Release, Handbook Agreement and Policy Acknowledgement, Walking Field Trip and Name Preference, and required state paperwork (Community Social Services Involvement, Parents Rights, Personal Rights, Identification and Emergency Information, Pre-Admission Health History, Physicians Report with immunizations and physical examination).

## DAILY SCHEDULE

Here's an example of a daily pre-school schedule:

- **8:00 - 9:00 a.m. - ARRIVAL & FREE PLAY** - Children participate in quiet activities, learning center.
- **9:00 - 9:20 a.m. - CIRCLE TIME** - Children come together for the Morning Routine Activities as well as a featured whole-group activity.
- **9:20 - 10:00 a.m. - OUTDOOR PLAY** - Children choose from climbing structures, sandbox, outdoor blocks, obstacle course and teacher-led activities.
- **10:00 - 10:20 a.m. - SNACK** - Nutritious snack provided by the school.
- **10:20 - 10:50 a.m. - LARGE MOTOR ROOM** - Children partake in active play that enhances their large motor skills such as climbing, swinging, etc. Children also choose from learning center activities in these learning centers: religion, blocks, creative arts, dramatic play, library, math and manipulatives, science and sensory, and writing.
- **10:50 - 11:10 a.m. - SMALL-GROUP ACTIVITY** - Religion and Art project: theme of the week.
- **11:10 a.m. - 12:00 p.m. - OUTDOOR PLAY** - Children choose from climbing structures, sandbox, outdoor blocks, obstacle course and teacher-led activities.
- **12:00 - 12:30 p.m. - LUNCH** - Children wash their hands, help set tables and prepare to eat their lunch (provided by the parent).
- **12:30 p.m. - REST TIME & QUIET WORK TIME** - Clean up and transition to rest time. Most children nap or rest quietly. As children wake up, they can select from a variety of quiet activities such as playing, drawing, writing, and looking at books.

## SHARING

Share Day will be announced. Please send your child with appropriate sharing choices - weapons are not appropriate. Sharing that reinforces the letter or concept we are working on is appreciated.

## HOLIDAYS/BIRTHDAYS

We will celebrate all of the usual holidays, as well as some not so well-known ones, in our adventures throughout the year. Special songs, parades, and activities will be utilized to reinforce the holiday theme. Birthdays will also be celebrated in the classroom. If you wish to have a simple party for your child, please arrange with the teachers at least **one week in advance** to celebrate at snack. Snacks must be approved by the teacher. Most snacks are welcome with the exception of frosted cupcakes.

## CURRICULUM

The teachers of the Little Dominicans program strive to provide a curriculum that is both challenging and stimulating. Following are the elements of the Little Dominicans program curriculum.

- Learning to be independent.
- Peer interaction (taking turns, sharing, putting things away).

- Learning about Jesus.
- Fine motor skills, manipulative games, puzzles, hand-eye coordination, stacking, sorting.
- Learning to listen (finger plays, songs, flannel board, etc.).
- Music.
- Colors, identification, sorting.
- Numbers (counting, recognition, one-to-one correspondence).
- Alphabet.
- Art.
- Outside play/large muscle coordination.
- Field trips .
- Preparation for entry into Pre-Kindergarten.
- Computers.

## **FIELD TRIPS**

Field trips are carefully planned by the classroom teacher and have a particular purpose that is clearly related to the curriculum. **For each field trip the following information is required:**

1. Student Permission Slip.
2. Driver responsibilities (i.e. follow planned route, do not make extra stops, dress appropriately, no use of any alcohol at any time).
3. Current copy of driver's license.
4. Current copy of the vehicle insurance declaration page listing the expiration date of the policy and the coverage of 100/300 on liability.
5. Parent volunteer requirements have been met.
6. Parent volunteer dress code form signed and returned to the teacher.
7. Siblings may not attend.

## **TRANSPORTATION AND OUTINGS**

We occasionally take the children on walks. This may require transportation to a specific area. The walking field trip authorization form covers walks to places on our campus, such as the gym, the church and other places on campus. If transportation for an outing is required, parents will be notified and a signed permission slip will be required.

1. It is understood that the Little Dominicans Program has parent permission to transport the child by automobile on field trips. Notification of each field trip shall be given to the parent at least one week in advance.
2. It is understood that each child will wear a seat belt and/or ride in a car seat, whichever is appropriate in accordance with the law.

# ILLNESS AND COMMUNICABLE DISEASE

## ILLNESS POLICY

It is very difficult to tell how sick our children are when they do not appear well. The following guidelines and staff discretion will determine whether or not your child will be able to attend class on a particular day.

- Fever above 98.6.
- Excessive sneezing or coughing, difficulty in breathing.
- First three days of a cold.
- Unidentified rash.
- Ear infection, not seen by doctor.
- Vomiting.
- Diarrhea.

We will use the following guidelines to determine if it is necessary to have you pick up your child during the day. We wish that there were other options available, but we have neither the facilities nor the staff to be able to assist you in caring for your child during an illness. We follow these guidelines to maintain a safe and healthy environment for all of our children.

- Fever.
- Diarrhea (once, with fever).
- Diarrhea (twice in a day, even without fever).
- Vomiting.
- Unidentified rash.
- Excessive coughing.
- Excessive runny nose.
- Runny nose with green mucus (green mucus indicates infection).
- Any symptoms of illness not mentioned above such as listlessness, pale or flushed face, upset stomach, etc. (The staff will contact you to discuss whether or not your child needs to go home.)

You need to have on file the names and phone numbers of three people authorized to pick up your child in case of illness or injury in the event that you are unable to pick them up. We ask that someone be able to pick up your child immediately; it's miserable to have to sit and wait when you don't feel good! The office personnel will call 911 in an emergency.

## MEDICATION POLICY

If your child requires prescription medication, please try to arrange your dosages so that medicine doesn't come to school. If this is not possible, please obtain appendix form 6009A (Request for Medication to be taken during School Hours) from the school office. This form must be completed and on file prior to the administration of prescription medication (physician's signature required). We cannot allow any exceptions to this particular rule because of state law.

The dispensing of aspirin or pain reliever will be treated as a prescription drug. No aspirin or pain reliever will be administered to students by any school personnel without written authorization from the student's physician.

Students requiring over-the-counter medication (with the exception of aspirin or pain reliever) will be assisted by authorized school personnel. This shall be done in accordance with the parent/legal guardian's instructions provided that a signed medication form (Appendix 6009A) is on file for the specific medication.

All medication must be in its original container and labeled with the name of the medication, dosage, and name of child. Over-the-counter medications should be in original sealed packages with directions for administration.

The school does not furnish any medications. Parents/Legal guardians will assume full responsibility for the supplying of all medications. No medications may be brought to school by students. A parent/legal guardian or another adult must carry the medication into the school office. Only an adult may pick up the medication from the school office.

All medications must be secured in the school office. (Exception: Back up inhalers and Epi-Pens may be secured in the classrooms as well as the office.) Use of an Epi-Pen necessitates a 911 call. Because of the risk of students sharing medication, no student may carry their own medications.

### **COMMUNICABLE DISEASES**

Should your child contract a communicable disease, you must adhere to the following guidelines. Please be informed that a doctor's clearance may be required to re-enter after any contagious illness.

- Chicken Pox: Stay home 6 days or until all blisters have scabbed over.
- Fever: Stay home 24 hours after fever is gone.
- Head Lice: Stay home from class for 5 days and/or until all nits (egg pockets) are completely cleared off hair.
- Impetigo: Stay home until sores are cleared off of skin.
- Pink Eye: Stay home until eyes are clear and there is no discharge.
- Pinworms: Doctors clearance is required to re-enter.
- Ringworm: Stay out until infected area has disappeared.
- Scabies: Stay home from class for 5 days after second treatment. Doctor's release is required to re-enter after 5 days.
- Strep Throat: May return after 24 hours of medication if no fever is present.

In the event of a medical or dental emergency, we will call the name of the family physician or dentist listed on the ID and Emergency Information form (LIC 700) in the Little Dominicans Packet.

# DISCIPLINE

## GUIDELINES TO DISCIPLINE

Redirection is the primary method of discipline in our Little Dominicans program. Children behaving in an unacceptable manner will be given a suitable alternative to their behavior. If a child has been redirected three times and chooses not to follow the redirection, a "break from the group" will be utilized as the next step in disciplinary action. A "break from the group" will be utilized immediately for physical aggression.

During "breaks from the group", the child will be separated from the group within view of the staff, for a maximum of 4 minutes (1 minute per year of age). When a child is placed in a "break from the group", the reason for sitting out will be stated clearly in terms the child will understand. The child will also be told what needs to be done in order for them to rejoin the group. The child will be encouraged to think of different ways of handling the situation that led to the "break from the group". In order to build responsibility in the child, they will be asked to decide when they are ready to rejoin the group, up to the maximum time. If the child has not rejoined the group at that time, the teacher will invite them back to the group. Before rejoining the group, the child and teacher will discuss what should happen next time a problem arises so the child has some tools to use in peer interactions.

If the child's behavior in the classroom continues to be unacceptable after returning to the group, a "break from the group" may again be utilized. Following two "breaks from the group" for the same unacceptable behavior, an "oops" note will be sent home with the child. This note should be discussed with the child at home and then signed by the parent/guardian and returned. Any further problem may result in the child being referred to the administrator for a mini-conference. During the mini-conference, the problem will be discussed and a suitable alternative proposed with the child's help and input. Continued referral to the administrator will result in a conduct referral, a parent/guardian conference, and/or suspension.

Corporal punishment is strictly prohibited; in all disciplinary actions, the child's dignity and self-esteem will be maintained. Unusual punishment such as: infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature are not a part of Holy Rosary School policy, and will not be tolerated. This includes but is not limited to: interference with the daily living functions including eating, sleeping, or toileting; or withholding of shelter, clothing, medication, or aids to physical functioning. Utilization of any of these prohibited forms of discipline is grounds for staff dismissal and will be reported to the appropriate authorities immediately.

## SPECIAL NOTE TO PARENTS/GUARDIANS

We believe in providing structure for the child and guiding him/her in the learning process. We are concerned about the individual emotional needs of each child. The staff works hard to balance love and structure in guiding your child. There is a balance between relaxed social times and structured group activities. We strive to make your child comfortable and excited about learning new concepts. We work on building positive self-esteem and independent skills. Please feel free to voice any concerns or questions to the teachers.



# **FINANCIAL RESPONSIBILITIES, SERVICE OBLIGATIONS and PARENT VOLUNTEER REQUIREMENTS**

## **REGISTRATION, TUITION AND ASSESSMENTS**

Registration fee, weekly fees, and payment options are based on the Little Dominicans Pre-School Learning Center Registration Contract.

## **PARENT SERVICE SESSIONS**

Parents/Guardians of students in our Pre-Kindergarten and elementary school programs have a contractual obligation to support the Holy Rosary School Parents as Partners Program through service sessions (volunteer hours). We invite and welcome our Little Dominicans Pre-School parents/guardians to actively support and participate in our school events.

## **PARENT VOLUNTEER REQUIREMENTS**

To be a volunteer in the classroom or to attend a field trip, parent volunteers must meet the following requirements. Information on these requirements is available at the school office.

1. Show proof of their immunizations (MMR, DTaP and influenza).
2. Current negative TB verification on file.
3. Virtus certificate on file (online Safe Environment course).
4. LiveScan complete (fingerprinting).
5. Megan's Law clearance.

PERSONAL RIGHTS  
Community Care Facilities and Child Day Care Facilities

**Personal Rights**

See 86072 for waiver conditions applicable to rehabilitation facilities. See 101223 for waiver conditions applicable to Child Day Care Facilities

- (a) **All Facilities:** Each person receiving services from a community care facility and/or a child day care facility shall have rights which include, but are not limited to the following:

**The Right**

- 1) To be accorded dignity in his/her personal relationship 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 the 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 the authorized representative informed by the licenses of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the licensing agency's complaint receiving unit, and of information regarding confidentiality.
- 5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. (In child day care facilities, the parents or guardians of the child shall make decisions concerning attendance at religious services or visits from spiritual advisors).
- 6) To leave or depart the facility at any time, except for house rules for the protection of clients or for minors and others from whom legal authority has been established. (Pertains to Community Care facilities only).
- 7) Not to be locked in any room, building, or facility premises by day or night.
- 8) Not to be placed in restraining devices without advance approval by the licensing agency.

- (b) **Residential Facilities:** See 86072 for waiver conditions applicable to rehabilitation facilities. In addition to (a) above, each person provided services by a residential facility should have and may exercise the following rights:

- 1) To visit the facility with his/her relatives or authorized representative prior to admission.
- 2) To have his/her relatives or authorized representative regularly informed by the facility of activities related to care and supervision including, but not limited to, modifications to needs services plan.
- 3) To have communications to the facility from his/her relatives or authorized representative answered promptly and completely.
- 4) To be informed of the facility's policy concerning family visits and other communication with clients. This policy shall encourage regular family involvement and provide ample opportunities for family participation in activities at the facility.
- 5) To have visitors, including advocacy representatives, visit privately during waking hours provided such visitations do not infringe upon the rights of other clients, unless prohibited by court order or the authorized representative.

- 6) To wear his/her own clothes, to possess and control his/her own cash resources, to possess and use his/her own personal items, including his/her own toilet articles.
- 7) To have access to individual storage space for his/her private use.
- 8) To have access to telephones, to make and receive confidential calls, provided such calls do not infringe on the rights of other clients and do not restrict availability of a telephone in emergencies.
- 9) To mail and receive unopened correspondence unless prohibited by court order or by the authorized representative and for children to have ready access to letter writing materials and stamps.
- 10) To receive assistance in exercising the right to vote.
- 11) To receive or reject medical care or health-related services, except for minors and others from whom legal authority has been established.
- 12) To move from the facility in accordance with the items of the admission agreement.

**Sections 80072, and 101223, Title 22, California Administrative Code. Also Sections 83072, Small Family Homes, 84072 Group Homes, 85072 Adult Residential Homes, 87072 Foster Family Homes, 87144 Residential Facilities for the Elderly, 102423 Family Day Care Homes.**