



DOT TO DOT
Humanity through Dots

Parent Handbook 2021-2022

Dot to Dot Handbook

5550 Carmel Mountain Road #113 - #115, San Diego, CA, 92130

www.dottodotacademy.com

Mission

With open hearts, we are proud to invite you and your little one to experience an incredible world of excitement, creativity, values, and learning. At Dot to Dot, we understand the long-term benefits of inspiring curiosity in young minds, and of helping them draw the important connections they'll use to move forward each day. We also know how important it is to provide young children with a warm, nurturing and thoughtfully encouraging environment in which they can be the best version of themselves.

Philosophy Statement

We are a progressive educational school that follows an inquiry based approach and inspired by the Reggio Emilia approach to learning. We believe that children are capable beings and our best catalyst to see the world from a fresh point of view.

Our role as educators begin with observation and documentation in order to uncover the intention behind the children's play. Through rigorous research, collaboration with peers and children, and hypothesis we form new questions, provocations and experiences for children in order to scaffold their learning. Our goal is to take each child on a series of inquiries without the intention and pressure of getting to the "right" answer; rather focusing on the process of inquiry. When you allow breathing spaces, pauses and play to happen, you have allowed and trained the mind to think, collaborate, dream, embrace and innovate.

We believe in providing boundless opportunities for children to play, experience and understand their potentialities to help develop a voice and have the confidence to use it.

Research has shown a great majority of brain development takes place during the first five years of life. We provide stimulating challenges and brain enhancing activities as well as social, emotional, physical, intellectual, and creative skills. Our programs are designed to ensure each child progresses at their own pace, according to their potential.

This philosophy of teaching enables the educators and children to come together for a common cause making learning, investigating, innovating and reflecting an incredible journey for life!

The natural world and materials are a big part of our school. Nature instills in everyone a sense of beauty and calmness. It exposes us to things that are alive and growing and promotes curiosity and exploration. Imagination comes into play as children create special places and use natural items to create stories and play. All senses become engaged when children interact with the natural world.

Our staff uses positive reinforcement and redirection in an atmosphere of love and respect. Our goal is to create an environment in which children respect themselves, their peers, and their teachers, in which they feel safe, have fun, a

Programs Offered

Our school is designed to promote our mission “to enhance each child’s learning in order to maximize their potential as a human.” At Dot to Dot, we understand each child has their own strengths and unique qualities. We place children in the different classrooms mainly by their age group and encourage them to be in their classroom for a minimum of nine months to one school

year. This will promote a sense of community and team spirit as the children grow strong bonds with each other and their educators throughout the year. Below are the classroom names and range of ages in each class. Remember to ask us about the progression of learning and growth in each classroom during your tour.

Seedlings (Toddler program 18 months-36 months)

The Seedlings are a mixed age group of 18 months – 36 months. The Seedlings classroom supports children’s beginning foundation providing a stimulating classroom environment and immersive learning experiences. Children will have the opportunity to move between the indoor and the outdoor environment to stretch their muscles, jump, climb and engage with the outdoor environment. Children in the Seedlings classroom will have multiple and multiple experiences to dive into different “languages” and develop a relationship with the materials within their environment and beyond. One of our primary focuses in the Seedlings is developing simple and defined routines to help with transitioning to Dot To Dot and a world beyond their house and families. We work very closely with the families and the children to create an environment of love, trust and comfort within Dot To Dot. Language of emotions and feeling is often heard many times during the day in the Seedlings. “I am so happy you are with us, your mom and dad love you and will be back by noon to pick you up. We love you too. “

Followed by an information statement that leads the child to a state of present rather than reminding them of their parents being gone. If we are exploring a provocation we might say “I see we have clay and some really interesting materials on the table, hmmm.. I wonder what we can do with this?” Children in the Seedlings do not need to be potty trained. We are here to support you during this process.

Sprouts

The sprouts are a group of 2 and 3 years of age, who are beginning to explore the world around them their relationship to the world, object and people. Their relations to routines and expectations, their ability to explore, discover and venture into new experiences, and their understandings and misunderstandings!

The Sprouts classroom is a part of the foundation for the rest of the Dot’s learning journey. This is where we engage in conversation and dialogue about mark making, relationships, exploring materials and their boundaries, learning different tools to manipulate object, self-expression, parallel play and learning to enter play, self-help skills: taking care of one self and belongings, understandings of emotions, testing schemas, and

being immersed in everyday unfolding of life and all that it has to offer.

Children who enter the Sprouts do not need to be potty trained. We can talk further about potty training.

Roots

Our Roots classroom is a mixed age group of 3 and 4-year-old. The Root classroom builds on the strong foundational skills and learning introduced in the Sprouts classroom.

In the Roots we focus on strengthening and developing their social skills and interaction throughout the day by encouraging the children to share, participate and explore in a variety of settings and extended time frames for exploration. Root's primary focus is building a strong sense of voice and ability based on the skillsets the children have acquired and are to further explore c the Roots. Concepts such as sound, vibrations and schemas are further explored, tested by the children for a longer duration of time resulting in short term and long-term projects.

Nature and all of its wonders are concepts we ponder upon quite frequently in the Roots. The roots learn to become aware and sensitive problem solvers, empathic teammates, responsible for themselves, peers and Dot To Dot, excited to write their names, and words and letters that intrigues them, natural mathematicians, and hypothesizing with peers and educators. They are competent and have developed the skills to communicate their feeling, address a problem and have the desire to fix it for better.

Stems (Kindergarten Prep)

The Stem classroom is a mixed age group of 4 to 5. The Stem classroom is the last class the Dots enter prior to their transition to Kindergarten. In the stems class one of our primary focuses are to establish a strong sense of self, and its relationship with the world and others. In the Stems the children dive deeper into the skillsets they have been exposed to in the Roots classroom to explore and create learning journeys and projects, constantly reflecting, questioning and hypothesizing together with the large and small groups within the class and Dot To Dot as a whole. Literacy presents itself in many of the work the children put together throughout the year. Mathematical concepts are experienced and tested out through intricate and detail building with loose parts, blocks, their building projects and outdoor exploration.

Stems develop the skills to pay attention to the details as well as keeping an eye on the big picture. They are great solo thinkers, and seek the recognition, interaction, perspective of peers and adults around them to help scaffold and further their projects and explorations into new meanings and boundaries. They are very confident in themselves and their potentialities, which is transparent in their thinking and response to the world around them.

Buds (Transitional Kindergarten- TK & Kindergarten)

The Buds classroom is a classroom of mixed age children between 5-6. The Buds classroom focuses on an inquiry based and emergent curriculum in correlation with the common core standards. Children in the Buds classroom are not only prepared with the academic skills sets but are prepared for life!

Children in the Buds classroom investigate, ask questions, create their own hypothesis, create hypothesis within the social setting and test out their theories using multiple languages. The academic skills sets are embedded throughout their exploration and at the same time have designated timing for group and individual learning.

Toilet training Seps

Using the toilet is a normal stage in a child's development and should be a positive experience for all children. Research suggests that children will physically and emotionally show signs of readiness and our role as adults is to be quick on catching these signs at the right time! We are here to help with this very important milestone and below will highlight some tips on having successful toilet training for both parents and child. Accidents can occur even in the stems class, once in a while, but not daily.

When to Start

It is common to start potty training when children turn two, however some children show us signs of readiness before age two and some from two to three years of age. Stage one - educators and parents will look for signs of readiness and communicate this. If your child is showing signs of readiness and the educator has communicated that with you, we need your full support in assisting with toilet training and taking your child through its stages. We will not be able to do this on our end only, and lack of attention to this matter might result in your child not being able to move to an older age classroom and paying the non-potty tuition fee.

Potty Training Readiness checklist

- Child knows he/she has to go "potty"
- Child stays dry for a few hours or wakes from sleep dry
- Child can follow simple directions
- Child can communicate with you when she/ he is soiled
- Child understands pee, poo, potty
- Child wants to do things such as pulling pants down and up by themselves
- Initiates interest in using the potty and asks to wear underwear
- Can follow three and four step instructions (this is important for learning to use the rest room, wipe, and wash hands)

Once we notice above signs of readiness, we will ask for you to have the child in underwear. Pull-ups are great for bedtime and naps; however, the child will soon know that pull-ups are just like diapers and that does not help the process. Shopping for underwear with your child is a milestone and promotes sense of independence to help with the toilet training. We are trained and ready to deal with accidents and need you to be with us all the way. Once the child is in underwear avoid pull-ups, this will regress the potty training and confuse the children.

Potty training can take anywhere from few weeks to few months. The more consistent we are the faster the process and more successful.

There is an additional fee for potty training, potty training fee is located in our enrollment form.

What to wear during potty training?

To help your child be successful during potty training we ask families to have your child wear clothes that are easy for your child to put on/take off. Please avoid snaps and buttons as it affects the children independently dressing.

A potty-trained child is a child who can do the following:

- Child is not in diapers/pull ups
- Child is in underwear and accident free
- Child is not holding their desires to go to the bathroom
- Child is able to get off of the toilet independently
- Child is able to go to the bathroom without directions

Note: Dot To Dot considers your child to be fully potty trained when all the above developmental milestones are met and the child has been accident free in underwear for two consecutive weeks.

Hours of Operation- Preschool

Dot To Dot offers extended care from 7:00 am – 8:00 a.m. for an additional fee. Our school's hour of operations are from 7:00 am – 6:00 pm. 8:00 – 12:30 for half day and 4:30 p.m. for full day with an extended p.m. option until 6:00 p.m. Our enrollment forms have information about hours for specific programs. Our website: www.dottodotacademy.com has information about school closure dates, and other important dates.

Sign In/Sign Out Procedure

Every child **must** be signed in to our program upon arrival and signed out before departure every day of attendance. Our sign in/sign out system is called Procure, and the sign in/sign out station is located at the front desk on the tablet. It uses a unique fingerprint code for each parent or guardian and verifies information electronically. In the event a student is not signed in or out, a verbal and/or written warning will be given, and repeated offenses will result in fees or termination. After the first notification administration will apply a fee of \$12 every time a child is not signed in and out. Photo identification will be required for child pick up and only authorized persons (18 years of age or older) are allowed to pick up. In the event that Procure is down, Dot To Dot administration team will sign in or out your child.

We realize that dropping off and picking up are hectic times of the day and that many parents are rushing to get to work or to return home after a long day, but signing in and signing out is a requirement that we are responsible for maintaining and it helps us to ensure the safety of your children.

Parents, we ask that you please refrain from using your cell phone while on our campus. Teachers and Administrators may need to communicate with you at the beginning or end of each day, and your children are very excited to have your individualized attention so they can say their good-byes or tell you about their day at school.

Extended A.M. Drop off/ Late Pick up

Dot To Dot is licensed to care for the children from 7:00 am to 6:00 pm Monday- Friday. Students enrolled for extended care in the morning must be dropped off after 7:00am. If you are enrolled in the preschool 8:30 starting time, we want you to arrive at school between 8:15 and 8:30, any earlier than 8:00 families will be charged a drop-in fee of \$12 per hour. The school closes at 6:00 PM. Employees are mandated by state law to contact Department of Social Services in instances where students are not received by 6:00 PM; therefore, we must make every effort to prevent such occurrences. There is a ten-minute grace period after your child's contracted pick up time. Families will be automatically charged after your 10-minute grace period starting from your contracted pick up time.

Further families who fail to pick up their children from Dot To Dot by their scheduled pick up time will be assessed an increasing fine for each child beginning at \$1 per minute on the first occurrence, \$2 per minute on the second occurrence, \$3 per minute on the third occurrence, \$6 per minute on the fourth occurrence, and if there is a fifth occurrence, parents will be charged \$15 per minute. If there are continuous occurrences Dot To Dot team will need to discuss with you further.

For all other pickups 12:30 p.m./ 3:00 p.m./6:00 p.m. every ½ hour increment late pickups are charged \$6 per half hour.

Ages of Children Accepted

Dot To Dot accepts students beginning at 18 months to age 5.

Admission

Dot to Dot will accept all children it is licensed to serve, without regard to ethnic background, gender, or creed. Families who wish to enroll may do so by completing an enrollment form and paying the registration fee, deposit, and earthquake kit fee. An admission packet will then be given to the family to be completed prior to the child's first day of attendance.

At Dot to Dot we make every reasonable accommodation to ensure your child's early childhood experience is a positive one. If your child is struggling with developmental issues such as behavioral/ emotional, developmental/ learning difficulties we will meet with you and your family, assess your child's needs and determine whether your child's needs are met at Dot To Dot without compromising the needs of your child and other children in the program. Dot To Dot's Director and Principal will make the final decision regarding whether we are the right fit for you and your child. All new students are admitted with a 60- day probationary status.

In the event of a wait list situation, due to full enrollment in a given program, families will be notified of availability in the order they were placed on the wait list, with the exception of current students' siblings, who will be given first priority. When an opening is available, we will contact the first family on the wait list and offer the opening, if it is declined, we will continue through the list until the opening is filled. If you decline the opening, you may request to remain on the waitlist until another opening is available.

Children's health records and other records

All children are required to have a completed physician's examination form, a physical exam and all immunizations up to date at the time of enrollment. Immunizations are to be kept up to date thereafter following the California guidelines schedule. Record of a physical is required every year. Immunizations are an important public health policy effecting children.

As a matter of state law, children in the program must:

- Be fully immunized
- Be in the process of becoming fully immunized according to the approved schedule
- Have a physician's statement that immunization are not needed for medical reasons.

Your child's file is kept in a file cabinet in the office This cabinets are locked unless center personnel are present. Your child's file is considered confidential and only a limited number of individuals have access to view it. Parents may request to view their child's file at any time. Please contact Dot To Dot to make arrangements to view the file. The Director will have access to review the file so that medical and family information is correct and up to date. When the program is being reviewed by licensing, the licensing representative has access to the files that are required by the state.

These forms would include but are not limited to: child enrollment, medical forms, and special instruction plans for allergies if one is appropriate and the forms required by licensing. Contact information for the family is located in each child's classroom located in the classroom red backpack as well as the office so that educators are able to contact parents or family when needed.

Absences

State law requires that daily attendance be taken in all classrooms. All absences should be reported to the front office by 9:00 am. A message may be left on the school's answering machine or emails connect@dottodotacademy.com at any hour. If the absence is due to a communicable disease (to view a list of communicable diseases please), a doctor's release may be necessary for the child to return to school and the front desk should be notified.

Accidents or Injury (Medical or Dental)

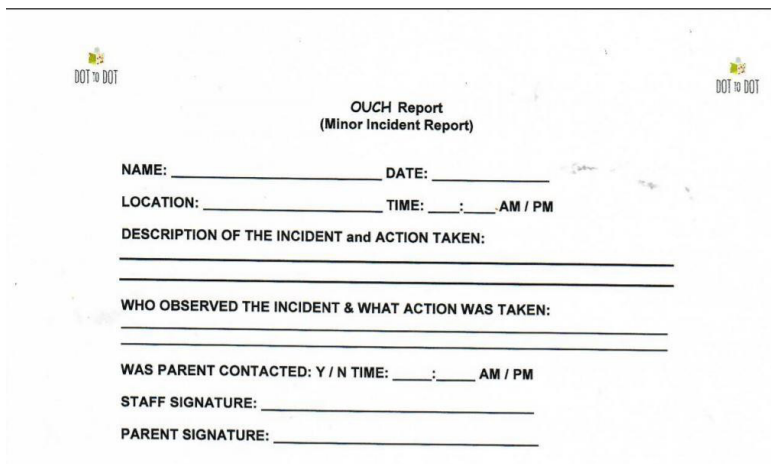
An ouch report will be provided to parents in case of minor incidents, this report will be signed by staff and will need parents signature as well. We place these reports in your child's file. If a child has any kind of head injuries, including eye, ear or mouth; the parents will be immediately contacted by telephone. In rare instances where immediate medical attention is required, the school will call 911 and contact the parents. If it is necessary to take the child to hospital, one of the staff members will accompany the child until the parents arrive.

Every effort is made to ensure the safety of your child while in our care. In the event of minor injuries, a member of our teaching staff or administrative team will attend to your child's immediate needs. A written report will be given to you at the end of the day with the specifics of the minor injury, for your information.

All head injuries are treated as potentially dangerous. A member of our teaching staff or administrative team will attend to your child's immediate needs and parents will be notified by telephone if your child suffers a head injury.

If a child requires emergency medical attention, paramedics will be called, and parents will be notified immediately. An Accident Report will be completed, and the report will be kept on file in the front office. For this reason, it is critical that we have a Medical Authorization Form from licensing (Consent for Emergency treatment) on file for your child in order to treat your child appropriately.

Example



OUCH Report
(Minor Incident Report)

NAME: _____ DATE: _____

LOCATION: _____ TIME: ____:____ AM / PM

DESCRIPTION OF THE INCIDENT and ACTION TAKEN:

WHO OBSERVED THE INCIDENT & WHAT ACTION WAS TAKEN:

WAS PARENT CONTACTED: Y / N TIME: ____:____ AM / PM

STAFF SIGNATURE: _____

PARENT SIGNATURE: _____

Child Playdate

Prior to your child's start date at Dot To Dot, children are invited to visit the class, or classes, which are most appropriate according to their developmental abilities. Parents will be asked to step out of the class and stay on campus, so your child will have the opportunity to be assessed based upon his/ her interaction with classmates, teachers and the new environment.

We have instances when a child is not willing to let go of the parent and that is very normal, so we allow the parents to stay in class for us to be able to observe the child in the environment.

Assessments are usually 45 minutes to an hour, and afterwards teachers and director will make a recommendation of their placement in the appropriate class. Prior to starting we set a meeting with parents and the educators of your child to get to know each other and your child.

Reflection on child's learning journey

Parent Teacher Conversations are scheduled two times per year; one in October and one in June.

Siblings Placement

It is up to the discretion of the Director, or Principal of the school and teachers as to whether it is appropriate for siblings to be placed in the same classroom.

Siblings, Educator and Active military discount –

Dot to Dot offers a 10% discount to families who either already have a child in the school or families in the Military. Only one discount will apply.

Tuition and Fees

Payment I: Automatic Payment(ACH) through Tuition Express. Payment is processed on the last day of the month and your account will be debited on the 1st of the month.

Tuition Express allows you to have your tuition debited automatically from your checking account. Due to their up charge for credit card, we accept checking account info only.

Tuition Express is free of charge to our families by returning the Tuition Express enrollment form with a voided check attached. By choosing this option you will have access to payment history and receipts at your convenience. Visit

www.tuitionexpress.com to learn more about it.

Tuition Express may be initiated at any time during the school year and must be cancelled in writing seven days prior to termination date. In cases where a card is expiring or had been canceled, please notify the administration before the first of the month to update payment method on file. Payments made through Tuition Express program that are declined by the processor will be subject to a fee of \$25 per occurrence.

Payment II:

Checks should be payable to Dot To Dot on the first of the month, with the student name and the tuition month on the memo field. We will not accept out of state checks. If you have recently moved to California, please bring a cashier's check or money order until your payment checks arrive. If your check is returned, a \$25 fee will be charged to your

account. If more than once a check has been returned you will be required to sign up with Tuition Express.

If your payment is received after the 3rd of the month, a late fee of \$25 will be charged. In addition, you will be required to sign up for ACH.

It is important to point out that school expenses remain unaffected by absences, no tuition allowance will be made for absence caused by illness, or any other reasons. During holiday closure, sickness, and vacation we are unable to substitute another day other than your child's committed schedule.

Printing tuition receipts

1. Go to, MyProcare.com
2. Enter the email address you have on file at Dot To Dot and choose Go.
3. Enter the confirmation code sent to your email, choose a password, and press go.
4. Then you may:
 - a. View your child's schedule, time card, immunizations and more.
 - b. You can also print statements using the "Reports" tab.

Student Withdrawal

In the event a student withdraws from Dot To Dot, the parent and/ or guardian must provide written notice at least 30 days prior to the effective withdrawal date by emailing the effective last date to connect@dottodotacademy.com. There are no exception to this policy. Regardless of the amount of notice given for student withdrawal, the non-refundable material's fee, nonrefundable administrative fee and earthquake kit fee will not be returned.

All outstanding balances are due and payable upon your child's last day of attendance in the current term.

In the absence of a 30 day notice you are responsible for the following months tuition. You may not use your one week vacation credit in your last month, if withdrawing from Dot To Dot.

Schedule Changes

Any schedule changes are required before the first of the month so administration can process the change. After the first you have to wait till the following month and no tuition change will occur till then.

Vacation Policies

Dot to Dot will allow a (1) one-week vacation credit per school year only. A school year begins on August 22nd and ends the following year on August 22nd.

If you are on vacation or are not able to attend the day tuition is due; please ensure tuition is paid prior to the 3rd of the month to avoid late charges. Your one-week vacation credit is applied to families who are actively enrolled students at Dot To Dot beginning

ninety days after your enrollment. If vacation credit is used without your completion of your anniversary year, your one week will be debited toward your last payment.

First Day

Transitioning to preschool is often more overwhelming for adults than children. We at Dot To Dot can relate to our moms and dads who are leaving their children in our loving care, and request you give your child as much positive energy as possible prior to their starting and first day of school.

They pick-up on your nervousness or happy energy, so choose happy!

Sing songs on the way to school; talk about how much fun you had when you went to school, the friends you made, the playtime you had, the songs you learnt, and the bonds you made with your teachers.

Please ensure you arrive at school early, 8:00 - 8:15 is a good time to be at school.

Once you are at the school, have them place their lunch containers, water bottles and belongings in their own spaces. You can spend 10 minutes or so in the class with your child, but keep the visit short, when you are ready to leave let the teacher know, give a big hug and a kiss to your loved one and let them know loud and clear you will be back to get them, hand them to their teacher and walk away. You might be walking out with your child crying and screaming, remember it will take time for them to adjust to new spaces, teachers, friends, and routine. Once they pass through their transition period, good luck leaving the school at pickup! As often they do not want to leave. When you pick up your child, focus on their positive experiences and talk about the teachers, friends and explorations they did that day.

Second days are always harder, since they anticipate what is coming. So be strong, positive and let us take care of them as they discover their independence and gain trust in us and our love for them.

Items to bring (Do not forget to LABEL everything with first and last name):

- A smile!
- Any paperwork that has not yet been turned in
- Immunization records
- 2 extra outfits
- A sweater or jacket
- An extra pair of shoes
- Lunch in a lunch box with an ice pack
- Nap items (sheet, blanket)
- Sunscreen, SPF 30 or higher with child's name
- Diapers and wipes (if applicable) o We use community wipes, please bring a packet to share. In the event of allergies please bring wipes with your child's name clearly printed for diapering needs.
- Water bottle
- Periodically you may be asked to replenish these items

Enrollment Forms

Complete, sign, and turn in the following forms:

- Child's preadmission health history – Parents report LIC 702
- Notification of parents rights – LIC995
- Notification of personal rights – LIC613A
- Physician's report – LIC701
- Consent for emergency treatment – LIC627
- Neighborhood Walk/Sunscreen Permission form
- Dot To Dot Admission Agreement form
- Copy of child immunization report
- Dot To Dot Enrollment Form
- Tuition Express Form (Optional)

Attendance

The importance of your child's regular attendance cannot be stressed enough. We understand that mornings can be hard when you are trying to get yourself and your child out the door on time. We are willing to work with you to transition during this time, however we require you to be at school before 8:00 everyday. When transitioning to school it is extremely important to keep a steady routine for the children, and it also teaches them respect for time, teacher's and peers' time as well. Once the sign for morning meeting is on the doors please keep your child with the front administration or School director until their morning session is over, we will take them into the class. Morning meetings set the tone for the rest of the day, and your children depend on you to get them to school on time every day. We need your family's full support regarding this matter.

School Attire

At Dot To Dot, we believe that the only way to truly experience physical nature is by fully immersing ourselves in the material. So, we paint with our feet, fingers, hands and brushes, we play with water, and test its limits by pouring it on ourselves, we take nature walks and walk in the mud and puddles and make mud sculptures!

What does this have to do with attire? Everything! Please send your children in clothes they can get dirty, stained and not worry about it. We are a school that fully immerses in the experiences inspired by the children, so dress your children in comfortable clothes and shoes to help enhance their experiences. Please avoid flip flops and flimsy shoes, as it limits their outdoor exploration, impromptu hikes or other outdoor experiences.

If it is raining and cold outside

- Wear closed toe shoes
- Jackets/raincoats with hood
- Warm or layers of clothing
- Extra set of clothing to change into

If it is hot and during the summer months

- Cool cotton clothing
- Hat
- Sunscreen
- Extra set of clothing to change into
- Extra shoes
- Water bottle

Please label your child's clothing prior to bringing it to Dot To Dot.

Snack

A nutritional snack is provided to all the children attending school in the morning and afternoon. We serve snack to children here after 3 pm. A small portion is provided to give them enough energy to last until lunch time, it is not meant to replace their breakfast, so we request that your child eat a nutritional breakfast. For the children who are with us full day we request that you pack a nutritional lunch, since their afternoon snack is also a light snack provided at 3 p.m.

Lunch

Your child's overall health and nutrition is an essential part of their learning and growing experience here at Dot To Dot. To ensure your children are growing up with a healthy body and mind Dot To Dot will be providing an organic lunch based on the five recommended food groups for their lunches: vegetable, fruit, grains, dairy or protein. Lunch will be prepared inside Dot To Dot kitchen with Chef Aaron.

Napping

Our nap time is from 1p.m. to 2:45 pm. Children sleep on their individual cots. Please provide a crib sheet and a small blanket. We do not allow the use of pillows due to health regulations. Please avoid bulky blankets due to lack of storage. Urban Infant a bedding suggested from one of our Moms has a small pillow attached and is convenient. You can purchase on [amazon.com](https://www.amazon.com) Bedding needs to be taken home on Fridays, washed and brought back on Mondays.

Art Folder

Every child has an art folder labeled with the name of the child. When Children are done with their art piece, and other work, they place their art in their folders. This empowers them to be in charge of their own belongings and placing their work in its appropriate places. Please pick up their art and other items in their art folder. It is really important to your child to talk about their art, scribble or an attempt to write. Even though it might not seem significant to your eyes, it's extremely important to their self-esteem and growth to recognize, talk about and expand upon what they have drawn and written.

Lost and Found

Unclaimed clothing items are kept in a bin at the front lobby. All unclaimed contents of this bin are donated every two months. Please check the lost and found, we will send reminders to parents prior to donating. To help with this please label your children's clothing.

Sun Protection

We require you to fill out a sunscreen release form. You must apply sunscreen to your child/ children prior to drop off. Please label your child's sunscreen. Inform administration and your child's teacher if you choose not to use sunscreen, you must

inform administration in writing, please email all inquiries to connect@dottodotacademy.com . Please send a hat, and extra set of weather appropriate clothing in the days we have extreme weather conditions.

Rainy Days

We love to go outside, feel the rain, jump in the puddles, and make mud sculptures, when we get a chance to! On Rainy days, please send a pair of water-resistant outdoor shoes, raincoat, and extra clothing.

Morning Assembly/ Reflection Time

Morning and before half day pickups children gather to discuss their day, any challenges, accomplishments, daily board, projects, explorations, risk assessment, what they liked best and what they may have utilized or not, and why. The educators are acting as mediators, conducting and moving the conversation.

The goal of morning assembly/reflection time is for children to express their thoughts and accept different perspectives on ideas and solutions; not just one truth. Due to the flow and focus reflection time requires, we do not interrupt this precious time. If you choose to pick up your child earlier than normal, please let us know so that we can have your child ready and at the front for pick up.

Field Trips

Dot to Dot will incorporate field trips into the program throughout the school year and summer program. Parents will be notified of the details of every field trip in advance. A permission slip will need to be signed by a parent for every field trip. Parents are required to install their child's car seat.

Transportation Policy

We offer transportation to field trips with advanced parental notice and consent. We need parent volunteers to assist with transportation for their own child for field trips. In this case, any parent volunteer drivers will be required to provide proof of Auto insurance and seat belts. Parent volunteer drivers will be required to provide proof of a recent negative TB test as well.

Respectful communication

Dot to Dot has an open door policy when it comes to communication. We are available for phone calls and in person during school hours. Outside of school hours, email is the best way to contact the school at connect@dottodotacademy.com, or you may leave a message on the school phone at 858-485-1978. Language of respect and tolerance for staff, parents and children is extremely important.

You can plan to receive the following regular communication from the school:

- Weekly email updates
- Information board notifications
- Weekly classroom blog updates from teachers
- Bi-yearly parent teacher conferences
- Facebook/ Instagram update every week
- Daily classroom update on the daily board
- Facebook/Instagram update every week
- Daily classroom updates on the daily board

We expect you to communicate with us, as well. Keep us informed about anything unusual at home, visitors, celebrations, changes you have noticed, updates to emergency information, etc. Your feedback, your suggestions and any concerns we take very seriously. We ask you to let us know in advance if you need to discuss anything with our director in order to give the time and attention you deserve.

We welcome your feedback, your suggestions and any concerns and questions regarding your child. We ask that you let us know in advance if you need to discuss anything with the director, teachers, and administration so we can work on a best time to do so.

School Closure

Our school closure dates can be found on www.dottodotacademy.com. Any unscheduled closures, due to weather or other emergency situation will be handled on a case by case

basis. Parents will be notified via phone and/or email as soon as possible. If the school closes for an emergency during a regular school day, parents will be contacted and asked to pick up their children within (1) one hour.

Security

When entering and exiting the building, be sure to close the front door behind you. This will ensure no child is able to exit the building without their parent or a staff member, and that no unauthorized person is able to enter the building. When entering or exiting the school, if you notice any suspicious person(s) or activities, inform a staff member immediately.

Policies

- Parents are required to sign children in and out each day of attendance.
- All children's belongings must be labeled with the child's first and last name.
- Children may bring items from home to share, please place all items in child's classroom cubby.
- Parents are required to notify administration of any changes of address, phone number, email address, or emergency contacts.
- Children are required to have an updated medical form every year. Parents must provide proof of immunization prior to start date.
- Every student will be required to wash their hands upon arrival, after using the restroom, after coming in from outdoors, before eating, and before and after use of certain materials and toileting.
- Parents are responsible for providing health insurance for their children to cover any accident that may occur at Dot to Dot.
- Prescription medications must be given to administration with signed forms and instructions before they may be administered at school. Do not leave medications/ vitamins in child's reach (lunch box, cubby, etc.). We ask that you administer the first dose of medication at home to avoid any reactions at school.

Child Custody

Dot To Dot staff cannot physically restrain a parent from removing a child from the premises, unless in our judgment, the child is in immediate danger of physical harm. If we have a copy of a court order prohibiting a non-custodial parent from removing a child from the premises, we are limited to explaining that the authorities will be called and the custodial parent will be notified before the child can be removed from the premises.

Medication (further detailed plan at the end of the handbook)

If your child is currently taking medication, the parent must sign a medical release form requesting and authorizing Dot to Dot staff to administer this medication. The form should include time of day medication is to be given, dosing information, any additional information required for administering the medication. Medication must have Rx label with dosing instructions.

- If a Nebulizer or other inhaled medication is required, parents are required to provide a completed Nebulizer Care and Consent form.
- All prescription medications must be in the original container, with the prescription number, name of the medication, date filled, physician's name, child's name, specific directions for administering and storage, and the expiration date.
- All medications will be stored away at all times and administered by certified staff members.

Plan of Operation for Incidental Medical Services

Dot To Dot will provide children who need incidental medical services such as:

- Blood-Glucose Monitoring for Diabetic Children
- Administering Inhaled Medication
- EpiPen Jr. and EpiPen

Dot To Dot is following the Health and Safety Code Section 1596.750 and the regulation interpretations and procedures for child care centers section 101226.

Intermittent health care shall be provided by the child's parents, in the case parents are not available health care shall be provided by office staff including but not limited to:

- Director/ Core Facilitator
- Pedagogista
- Office Manager
- Qualified Teachers

All staff including those listed above shall be instructed on the child's individual needs.

All medicines and medical equipment shall be kept in our locked medicine cabinet. The form with authorizations and the medicine log shall be kept there as well.

Plans for ensuring proper safety precautions are in place, such as, wearing gloves during any procedure which involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.

Parents of children who are taking ongoing medication will have access to medicine log in office to follow the dispensing of medication.

Medication shall be taken from medicine closet upon any evacuation. Educators shall take any medication needed for children under their supervision on any activity, event, or field trip away from campus.

Carrying Out the Medical Orders of a Child's Physician/Child's Physician/Medication

1. Parent/Authorized Representative Written Permission
 - a. Dot to Dot obtains written consent from the child's parent/authorized representative to permit Dot To Dot to administer physician's medical order if parent's are not able to.
2. Physician's Medical Orders
 - a. Dot To Dot has obtained from the child's parent/authorized representative a copy of written medical orders prescribed by the child's physician.
 - i. A description of the incidental medical service need and equipment and supplies needed.
 - ii. A statement by the child's licensed physician of the training which is required of Dot To Dot to carry out the physician's medical orders for the specified child.
 - iii. If the medical orders include the administration of medicine by a designated individual, the physician's order shall include the name of the medication; the

proper dosage; the method of administration; time of schedule for designated medication; description of potential side effects and the expected protocol. Including how long child may need to be supervised following administration of medication, if the child needs to rest and when the child can return to their normal activity.

3. Compliance

- a. Dot To Dot will be responsible in ensuring the following:
 - i. Dot To Dot has obtained from the parent/guardian of the child the medication, equipment, and supplies that are necessary in following medical orders from the child's physician.
 - ii. The individuals chosen to administer the medication prescribed by the child's licensed physician will not be assumed to be professional, registered, or trained nurses.
 - iii. At least one individual designated and trained to carry out the physicians' medical orders will be onsite or present at all times when the child is in care.
 - iv. The individual designated to carry out the physician's medical orders have completed the training determined by the child's physician.

Administering Inhaled Medication

POLICY

Senate Bill 1663, Chapter 625, Statutes of 1998, added Health and Safety Code Section 1596.798, which specifies the requirements that must be met should licensees and staff persons in child care facilities administer inhaled medication to children in care.

Health and Safety Code Section 1596.798 states:

(a) Notwithstanding any other provision of law, licensees and staff of a child day care facility may administer inhaled medication to a child if all of the following requirements are met:

(1) The Director or staff in charge when Director is not present will be provided with written authorization from the child's parent or legal guardian to administer inhaled medication and authorization to contact the child's health care provider. The authorization shall include the telephone number and address of the minor's parent or legal guardian.

(2) The Director or staff in charge when Director is not present shall comply with specific written instructions from the child's physician to which all of the following shall apply:

(A) The instructions shall contain all of the following information:

- (i) Specific indications for administering the medication pursuant to the physician's prescription.
- (ii) Potential side effects and expected response.
- (iii) Dose-form and amount to be administered pursuant to the physician's prescription.
- (iv) Actions to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.

- (v) Instructions for proper storage of the medication.
 - (vi) The telephone number and address of the child's physician.
- (B) The instructions shall be updated annually.
- (3) The Director or staff in charge when Director is not present shall administer the inhaled medication to the child shall record each instance and provide a record to the minor's parent or legal guardian on a daily basis.
- (4) Beginning January 1, 2000, a licensee or staff person who obtains or renews a pediatric first aid certificate pursuant to Section 1596.866 shall complete formal training designed to provide instruction in administering inhaled medication to children with respiratory needs. This training shall include, but not be limited to, training in the general use of nebulizer equipment and inhalers, how to clean the equipment, proper storage of inhaled medication, how a child should respond to inhaled medication, what to do in cases of emergency, how to identify side effects of the medication, and when to notify a parent or legal guardian or physician. This training shall be a component in the pediatric first aid certificate requirement as provided in Section 1596.8661.
- (5) For a specified child, the Director or staff in charge when the Director is not present who administers inhaled medication has been instructed to administer inhaled medication by the child's parent or guardian.
- (6) Beginning January 1, 2000, any training materials pertaining to nebulizer care that the Director or staff in charge when the Director is not present will receive in the process of obtaining or renewing a pediatric first aid certificate pursuant to paragraph (4) shall be kept on file at the child care facility. The materials shall be made available to a licensee or staff person who administers inhaled medication. This requirement shall only apply to the extent that training materials are made available to licensees or staff who obtain or renew a pediatric first aid certificate pursuant to paragraph (4).
- (b) For purposes of this section, inhaled medication shall refer to medication prescribed for the child to control lung-related illness, including, but not limited to, local held nebulizers.
- (c) Nothing in this section shall be interpreted to require a certificated teacher who provides day care pursuant to Chapter 2 (commencing with Section 8200) of Part 6 of the Education Code in a public-school setting to administer inhaled medication.

EpiPen Jr. and EpiPen

POLICY

Business and Professions Code Section 2058(a) provides the following emergency exception to the California Medical Practices Act: "Nothing in this chapter prohibits service in the case of emergency"

Pursuant to Business and Professions Code Section 2058, nonmedical personnel such as Child Care Center staff may administer the EpiPen Jr. Auto-Injector or the EpiPen Auto Injector as prescribed by a physician and in emergencies only.

Both the EpiPen Jr. and the EpiPen are disposable, prefilled automatic injection devices designed to deliver a single dose of epinephrine for allergic emergencies. They should only be used by, and/or

administered to, a hypersensitive (allergic) person in the event of an allergic emergency as prescribed by a physician. Such emergencies may occur from insect stings or bites, foods, drugs or other allergens, as well as from idiopathic or exercise-induced anaphylaxis.

The EpiPen Jr. Auto Injector delivers a single dose of 0.15 mg epinephrine for people weighing between 33 and 66 pounds. The EpiPen delivers a single dose of 0.3 mg epinephrine for people weighing over 66 pounds.

The use of the EpiPen Jr. and the EpiPen is being permitted pursuant to Business and Professions Code Section 2058 because of its demonstrated potential to save lives when there may be only minutes to spare; and because it is premeasured and contained in an automatic injection device. The licensee must handle and administer both of these devices as specified in California Code of Regulations, Title 22, Section 101226(e). However, whenever these devices are used, the licensee must still obtain emergency medical treatment for the child as specified in California Code of Regulations, Title 22, Section 101226(c). The use of these devices is emergency supportive therapy only and is not a replacement or substitute for immediate medical or hospital care.

PROCEDURE

In addition to the requirements in California Code of Regulations, Title 22, Section 101226(e), the following apply to the use of the EpiPen Jr. or the EpiPen:

1. Use in accordance with the directions and as prescribed by a physician.
2. Keep ready for use at all times.
3. Protect from exposure to light and extreme heat.
4. Note the expiration date on the unit and replace the unit prior to that date.
5. Replace any auto-injector if the solution is discolored or contains a precipitate. (Both the EpiPen Jr. and the EpiPen have a see-through window to allow periodic examination of its contents. The physician may recommend emergency use of an auto-injector with discolored contents rather than postponing treatment.)
6. Call 911 and the child's parent/authorized representative immediately after administering the EpiPen Jr. or the EpiPen.

Sick Policy

If your child exhibits any of the following symptoms, they must be kept home from school, and Dot to Dot should be made aware of their symptoms.

If a child has one or more of the following symptoms while at school, they will be asked to be picked up and sent home, and will not be able to return to Dot to Dot until they are symptom free, have been on medication for at least 24 hours, or have a physician's note allowing them to return.

- Fever over 100 degrees Fahrenheit
- Excessive sneezing, coughing, or nasal discharge
- Head Lice
- Difficulty breathing
- Unidentified rash
- Vomiting (more than 2 episodes)
- Diarrhea (more than 2 episodes)
- Runny nose
- Continuous green or yellow mucus/nasal discharge * See note below
- Pink eye** see note below

*When your immune system is fighting a cold virus, one of the first symptoms is clear, runny mucus from the nose. Infection-fighting blood cells cause the change in color and texture as the blood flows to the nasal area and increases in number as the cold

progresses. Your child may simply need a few days at home, resting and snuggling, to get back on their feet and be ready for school.

****We require a note stating type of pink eye. If this is a viral/contagious pink eye. The child can't attend school until the discharge and red eye is gone. Pink eye is highly contagious, and we need your support in keeping it controlled.**

If a child exhibits symptom not listed above, staff may contact parents to discuss the possibility of sending the child home. Children who become ill at school will be separated from the group and will be kept as comfortable as possible until a parent or authorized pick up person is able to pick them up. Children must be picked up within (1) one hour of the call.

At Dot to Dot we understand the importance of being a working parent and the challenges it has with flexibility of time. However sometimes your child may need to stay with you. If your child is teary, not eating or lethargic please keep them home with you. There is no place like home especially when you are not feeling well.

Home remedies cannot be used as an alternative method of treatment for any communicable diseases. Medical attention is required with a Doctor's note to ensure the health and safety of the children and staff.

Communicable Diseases

Exposure to communicable diseases is reported to parents immediately. A notice will be posted on the parent board in the main lobby and an email will be sent out to all parents at Dot To Dot.

ILLNESS:

Fever (100.00):

Ringworm:

Scabies:

Pox:

After receiving a release from a physician

After the skin is clear of all sores

Head Lice:

Pink Eye:

CHILDREN MAY RETURN TO SCHOOL:

After being fever free for 24 hours without medication

After the affected area is clear of symptoms

After the fifth day of treatment

After all scabs are completely dry

After receiving a release from a physician

After the skin is clear of all sores

After all nits are removed, and scalp is clean and clear

After eyes are clear of discharge

Strep Throat: After the third day of medication & fever free for 24 hours

- Director and staff reserve the right to make individual decisions about children needing to go home in the event of any illness and if the children are exhibiting signs of being lethargic.

Parent Involvement

Parent involvement is necessary for the success of the children in our programs. The following are a few suggestions of ways parents are able to be involved:

- Reviewing your child's weekly blogs, and discussing your child's day with them.
- Showing interest in your child's day and school activities by having conversations with your child at home as well as asking their teacher about their day.
- Attend Parent Teacher Conferences to hear about your child's progress in school.
- Attend family events.
- Volunteer in the classroom or on our playground.
- Participate in any fundraising efforts.
- Valuing their art work, which is placed in their art folders
- Attend Parent Connection Meetings
- Volunteering to help or provide support for "behind the event" activities at Dot To Dot
- Per licensing requirements all volunteers must present a copy of their immunization record

Parent Connection Night -

Parent connections are focused on communicating with parents the emerging interest of the classroom and inviting them into the daily lives of the children at Dot To Dot. It is an incredible opportunity for the parents and educators to connect on the children's learning journey and collaborate on questions about their child, classroom, Dot To Dot and community wide topics. We often invite educators, experts whose visions align with Dot To Dot to talk to our parents and educate us on the best practices, providing tips and tricks to help us with the journey of parenting. There is a lot of effort and planning that goes into these connection nights and we need your full support to keep it going.

Celebrations and Holidays

We enjoy a wide cultural diversity at Dot To Dot and understand the importance of celebrating and keeping alive each child's cultural heritage. We welcome and celebrate Holidays from all cultures and encourage parents to come in and educate the class on their celebrations.

Examples include: Book reading, storytelling, sharing a treat from the culture, music and dancing.

Birthdays

Birthdays are an important part of Dot To Dot. We recognize children's birthday on or as close to their birth date as possible. Keeping in with our mission of healthy body/healthy mind, we ask the parents to stick to healthy choices. Bring us your child's favorite healthy treats and the ingredients to make in the child's classroom. On the celebration day the class, will make their birthday treat from scratch! Please help your child choose

or find healthier versions of your child's favorites treat. We will not be able to serve them commercial cupcakes or other processed treats. We appreciate your cooperation in keeping our children healthy.

Smoking Policy

For the health of all Dot To Dot employees, children and associates, smoking is prohibited anywhere on school property. Adults are prohibited from smoking in the building, on the grounds or in the parking lot.

Mandated Reporting of Suspected Child Abuse and/or Neglect

Under California State Law, called the Child Abuse and Neglect Reporting Act, section 11164- 11174.3 of the California Penal Code, and the Child Protective Services Act, mandated reporters 21 are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Dot To Dot are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making the report. Under the act, mandated reporters can be held criminally responsible for failure to report suspected abuse and/or neglect. As mandated reporters the staff at Dot To Dot cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith". Dot To Dot will report all suspected child abuse and or neglect to Community Care Licensing.

Emergency Procedures

At Dot to Dot, we have emergency drills periodically, typically one per month. This is to help the students become familiar with our procedures in case of a real emergency. In the event of an emergency requiring we evacuate the building, we gather to our designated safe area. Once gathered, we will make sure all students and staff members are accounted for, provide any first aid that may be required, and contact parents if we are unable to return to school. We will post a notice on the front door of the school if we need to relocate to another location. Parents will be contacted as needed.

Authorization for Staff to Act in Emergencies

In the event of a medical emergency, the Director will immediately attempt to contact one or both parents. If parents cannot be reached, the Director will attempt to contact persons listed on the emergency contact list. If no one can be reached, we will contact the physician listed on the emergency form.

If the emergency is life threatening, the Director will immediately call 911 for emergency assistance, and will accompany the child until a parent/ authorized person arrives. The designated fully qualified staff will be the liaison until the Director returns. All of our staff at Dot To Dot are fully trained in CPR, First Aid and Epi-Pen.

Babysitting

Dot To Dot advises families to not request educators to take care of your children outside of the workplace. We understand the connection and trust to your child's educator in ensuring they are safe. We want to ensure we are fair to all of our families and children.

Behavior Guidance

The goal of discipline is to maintain a safe and fair environment encouraging growth and development of the child's self-esteem. Our environment also encourages the building of interpersonal confidence and fosters self-discipline.

- Discipline shall include behavioral guidance, redirection, modeling, identifying and handling of feelings and resolution of interpersonal conflict, setting of clear limits and boundaries, and use of logical consequences.
- Corporal punishment will not be tolerated on Dot to Dot premises. Any staff member, parent, volunteer, or any other person seen using corporal punishment on the premises will be immediately removed and/or terminated.
- Every person, including, but not limited to staff, children, and parents, will be treated with respect at all times. Any type of behavior intended to cause physical or emotional harm to anyone will not be tolerated. Dot to Dot uses positive guidance as a learning tool to provide children with the guidance and security necessary for emotional and social growth.

Negative or harmful behavior policy

We have the most respect for all children and want to make sure we can be part of their early childhood learning experience however in some instances our philosophy, operations, class size and/or ratio is not always conducive to all children's needs.

The following policy is our step by step corrective action plan to transform negative behavior or incidents into successful interactions. This also contains our consequences for continued harmful behavior.

This can include various levels of biting inflicted on others, self-harming such as head banging scratching, hitting which may cause harm or cause an injury to themselves. It can also include excessive and prolonged hitting, kicking, spitting or spreading of other bodily fluids. This can also include a perceived lack of control or perceived danger to others or themselves that may harm such as pushing in areas that can cause serious injury, using materials to intentionally inflict harm or using physical force to cause harm which may also include a disregard to heed care takers instructions to stop or remove themselves from the situation. Prolonged or continuous acts of intimidation, bullying, and verbal attacks are also included in this definition.

Dot to Dot requires children to actively participate in taking responsibility for their own actions and make the situation better by coming up with a plan to prevent future issues and caring for the child harmed. See our behavior guidance policy.

In the event that staff informs administration of a concern in behavior the following steps will be taken.

1. Teachers bring their concerns to administration staff and begin documentation of all behaviors leading up to, during, corrective action taken and subsequent behavior after the event. An incident report is written and given to parental parties or guardians. Documentation will begin and administration is kept informed on a daily basis to provide support for the teachers and child.
2. Depending on a weekly progress determination a parent/guardian meeting may or may not be called which will include an administrator and the child's teacher

with one of the following, a request for continued documentation a request for an objective observer or no further need for documentation.

The following actions for the above is as follows.

- a. Teacher requests another week for documentation and further behavior modification actions, fills out each/incident reports and gives administration copy of all documentation. Administration keeps a record of all each/incident reports and a copy of the weekly documentation record.
- b. Teacher requests an objective observer with special needs experience to observe and suggest ideas or request further recommendations or assistance and parents/guardians are called in for a meeting.
 - i. Parents/ guardians are updated and informed of the current plan in place and are reminded of the need to be part of the team to help child and a home plan is required at this time. Weekly or bi weekly team meetings are set up. These meetings are with an Administration member, teacher, parents or guardian and if requested the objective observer. Notes and plan workup are written and signed by all present.
- c. Outside assistance is requested and a parent update meeting is required.
 - i. Outside assistance may be requested at this time this may include parental classroom participation or school district evaluation or doctor's input.
- d. No further corrective or assistive measures needed.
3. In the event a documented dangerous or harmful situation requires immediate actions. Such as the bodily injury of another child. Child is immediately suspended from school a minimum of 24 hours and a mandatory meeting to discuss a plan must happen before child is allowed back in school. (Per section B)
4. In the event that corrective measures and our team plan, within the scope of the programs limitations, has not worked and another harmful incident has occurred a parent meeting is called with administration and immediate suspension or dismissal begins. This may occur at any time during the above processes.
5. In the event the parents do not cooperate with the school, dismissal can occur. We cannot help a child without everyone on board working together as a team.
6. Dot to Dot staff will do everything they can to prevent further harm to occur but In the event the child has a second documented harmful incident the child may be dismissed from school. We reserve the right to dismiss a child/family immediately from school based on the severity of the harmful incident.

In following our vision and rights of the child no corporal punishment and or violation of childrens personal right are used at Dot To Dot in regards to behavior guidance and or redirecting behavior

It is our hope that we can assist our parents and help children create as many successes as possible, but we understand that may not be possible at Dot to Dot. We have a duty to protect all our children from harm and may require outside assistance, which at this time would be the school district the child lives in, suspension or dismissal.

Grievance Procedure

Dot to Dot strives to offer a positive experience to every family. We have an open door policy, and encourage parents to discuss concerns with the staff and/or Director as needed and appropriate. In the event that a negative situation occurs resulting in filing a

grievance becomes necessary, the following procedure has been put in place so concerns may be properly addressed:

Definition: A grievance is defined as a statement alleging a violation of your or your child's rights under law or under the published policies or principles of Dot to Dot. Dot to Dot staff and administration will not discriminate or retaliate against customers who file a grievance.

Step 1: Informal Resolution – An aggrieved person should first attempt to resolve the grievance in an informal manner by making a good faith effort to discuss the situation with the staff member or Director.

Step 2: Formal Resolution – If the informal process does not resolve the situation to the satisfaction of the complainant, the grievance must be then put into written form and submitted to the Director within five days of the disputed action. The Director will respond to the grievant in writing within five working days.

Step 3: Action by Board of Directors – If the complaint is still not satisfied with the resolution of the grievance, within five working days from the receipt of the Director's written response, they should submit a copy of the grievance and all correspondence to the Board of Directors. The Board of Directors will then investigate the grievance and respond within fifteen days to the complainant the final resolution of the complaint.

Dot to Dot shall have an environment free of intimidation and harassment because of race, age, sex, religion, handicap, or ethnic origin. Dot to Dot prohibits any physical, verbal, or visual harassment by any employee or preschool parent toward any family, child or team member. A family member is to report any complaints of this nature to the immediate supervisor or Director. These complaints will be thoroughly investigated and should they be found to have any basis in fact, the person or persons involved will be appropriately disciplined, which may include immediate termination.

Grounds for Dismissal from Dot To Dot

Children demonstrating excessive disruptive behavior, preventing others from benefitting from the program, and/or those requiring inordinate individual attention may be dismissed. Prior to dismissal, the following procedure will be followed

- The teacher will attempt personal contact with a parent, this contact may include verbal or written notification, and request for a parent/teacher meeting.
- Meeting between Teacher, parents, and possibly the Director, to develop an appropriate resolution to the problem. Resolution may include discussion of outside resources.
- If after efforts to resolve the problem persists, a child may be dismissed upon the recommendation of the Teachers and a final decision of the Director.

Students may also be dismissed on grounds of non-payment. When accounts are two weeks delinquent, parents will be given written notice. If payment is not received within two weeks of written notice, student will be dismissed until balance is paid. Reinstatement will require a new registration fee of \$200 and a late fee of \$25. Other grounds of dismissal can be when our families and our vision do not align.

Policies and Schedule Changes

Dot to Dot requires a thirty day notification of withdrawal in writing. If a notice is given less than 30 days, we will not be able to return any fees or tuitions.

Should you alter your schedule please submit your request in writing and email it to connect@dottodotacademy.com. We will do everything possible to accommodate changes in days of attendance or hours.

Grounds for Dismissal for afterschool

Children demonstrating excessive disruptive behavior, preventing others from benefitting from the program, and/or those requiring inordinate individual attention may be dismissed. Prior to dismissal, the following procedure will be followed

- Personal contact with a parent will be attempted by the teacher, this contact may include verbal or written notification, and request for a parent/teacher meeting.
- Meeting between Teacher, parents, and possibly Director, to develop an appropriate resolution to the problem. Resolution may include discussion of outside resources.
- If after efforts to resolve the problem, it persists, a child may be dismissed upon the recommendation of the Teachers, and a final decision of the Director.

Students may also be dismissed on grounds of non-payment. When accounts are two weeks delinquent, parents will be given written notice. If payment is not received within two weeks of written notice, student will be dismissed until balance is paid.

Reinstatement will require a new registration fee of \$250 and a late fee of \$25. Other grounds of dismissal can be when our families and our vision do not align.

Principles and procedures for medication

When ever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to child care, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.

The first dose of any medication should always be given at home and with sufficient time before the child returns to child care to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to child care. This is for the protection of the child who is ill as well as the other children in child care.

Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to Give Medication in Child Care" form is attached to this policy and will hereafter be referred to as Permission Form. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the child care provider.

"As needed" medications may be given only when the child's health care provider completes a Permission Form that lists specific reasons and times when such medication can be given.

Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.

Any prescription or over-the-counter medication brought to the child care center must be specific to the child who is to receive the medication, in its original container, have a child resistant safety cap, and be labeled with the appropriate information as follows: Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and/or storage.

It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in childcare. Over the counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible. Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed permission form from the health care provider prior to being given in the childcare center.

Examples of over-the-counter medications that may be given include: Antihistamines, Decongestants, Non-aspirin fever reducers/pain relievers, Cough suppressants, Topical ointments, such as diaper cream or sunscreen.

All medications will be stored: Inaccessible to children, separate from staff or household medications, under proper temperature control, a small lock box will be used in the refrigerator to hold medications requiring refrigeration.

For the child who receives a particular medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.

Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center. Samples of the forms used are attached to this

policy and include: 9 Permission to Give Medication in Child Care 9 Universal Child Health Record 9
Emergency Contact Sheet 9 Medication Administration Log 9 Medication Incident/Error Report

Information exchange between the parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.

Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.

Parent/guardian will authorize the Director or Director Designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director or Director's designee in the event that a situation arises that requires immediate attention to the child's health and safety particularly if the parent/guardian cannot be reached.

Parent/guardian will read and have an opportunity to discuss the content of this policy with the Director or Director's designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy, and will follow them to safeguard the health and safety of their child. Parent/guardian will receive a copy of the signed policy including single copies of the records referenced in this policy.

The Medication Administration in Child Care Policy will be reviewed annually by the school director and the originator.

Please sign and return to Director.

Date received _____ Child Name _____

Parent Name _____ Contact _____

Parent Signature _____ Date: _____

By signing this section. I _____ acknowledge that I have reviewed, read, and understand Dot to Dot's Parent Handbook

Families enrolled in the Toddler Program (18 months – 36 months) please sign below in addition to the above:

I _____ the parent/guardian of _____ DOB: _____
_____ has read the parent hand book/admission agreement and would like to request for my child to be placed in the Toddler _____ or preschool _____ program.

Starting date of the program _____

Signature of the parent _____

We thank you for being a part of our family at Dot To Dot.

Potty Training Guide

At Dot To Dot we believe that every child is different and has their own unique journey to

Is your Dot ready to begin Potty training?

It is important to keep these key signs in mind before beginning the potty-training process to ensure success for this skill set.

- Is your child bothered by a wet and soiled diaper?
- Is your child able to communicate that they need to go to the bathroom or that they already have gone in their diaper?
- Is your child able to pull their own bottoms up and down?
- Does your child show interest in underwear and the potty?

If the answer to most of those questions is yes, then you and your family may feel it is time to begin the process. Here are some suggestions on how to get started:

- At Dot To Dot we feel it is best to go straight from diapers to underwear. Pull-ups can become confusing for a child since it is not quite underwear and not quite a diaper.
- Once you begin the potty-training process, keep moving forward!
- Try a weekend where your child can run around the house bare bottomed. This can help them recognize when they need to go potty. There will be accidents to clean, but it helps them gain awareness of body signals.

Sending your child to school after potty training:

- Please communicate to your child's teachers where you are in the potty-training process.
- Send your child with at least three sets of extra clothes for accidents that may occur.
- Some children prefer to wear no underwear when first potty trained. It is an extra step for them to pull their underwear up, or it may feel like an extra barrier similar to a diaper.

*Once your Dot is accident free for **two weeks** at Dot To Dot, they will be considered potty trained. We are here for your family as they go through this process. We are happy to answer any questions you may have and are here to offer suggestions!*