

**WELCOME
TO
LA PETITE ÉTOILE 360°
DAYCARE / PRESCHOOL**

Sincerely,

**Céline Théano
Owner**

**PARENT-STUDENT HANDBOOK
January 2018**

PARENT-STUDENT HANDBOOK

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PARENT-STUDENT HANDBOOK

INTRODUCTION TO PARENT-STUDENT HANDBOOK

We are very please you have decided to join our community. This Parent-Student Handbook (“Handbook”) has been prepared to provide you with a general understanding of LA PETITE ÉTOILE 360° (LPÉ360°) preschool’s (the “School”) philosophy, practices, policies and procedures. It is intended to be used as a resourceful guide reflecting the spirit of our school environment, including schedules, directories of information, and shared agreements that should be respected for the benefit of our students and the our community. Parents, whether individually or as a group, represent an essential component of our community and the students are the core. Thus, we encourage everyone to promote an efficient, authentic, caring partnership amongst parents, teachers and administration that benefits all of our children.

However, please understand that the Handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of the School or its employees. Rather, the policies herein are guidelines. For complete policy and procedure details, please contact the Director or Owner. This Handbook, supersedes and replaces all previous personnel policies, practices, and guidelines.

Furthermore, we would like to explain that an important part of our program is to teach students respect, good manners, how to communicate and interact positively with others, and how to understand and cultivate positive self-discipline. Our School encourages each student to express him or herself and to be part of the ongoing process of improving campus life.

LPÉ360° is a place where all students must feel safe, well cared for, and treated as important, responsible and independent human beings; in other words, where students are happy! In such an environment, motivation, learning, progress and achievement thrive, and this is our goal for every day of each new school year.

The School reserves the right to amend, rescind or modify any of its policies, procedures, employment practices and other statements made in this Handbook at any time, with or without notice. As a condition of your tenure with the School, we ask that you familiarize yourself and comply with these terms and we urge you to check with the School to obtain current information regarding the status of any particular policy, procedure, or practice. No one, other than the School’s owner, may alter or modify the School’s policy, and such modification may only be pursuant to a written agreement signed by both the owner and the constituent.

This Handbook is the property of School, and it is intended for your personal use and reference as an employee of the School. Circulation of this Handbook outside of School requires the prior written approval of LPÉ360°.

Please sign the acknowledgment form at the back/bottom of this Handbook and return it to an LPÉ360° representation. This will provide the School with a record that you received and reviewed the Handbook.

LPÉ360° MISSION STATEMENT

La Petite Étoile 360°’s mission is to promote love, independence, social growth along with emotional awareness and balance. We strive to nurture our children by maintaining safe, healthy and clean environments and by incorporating healthy eating habits in serving nutritious, organic and natural foods.

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LPÉ360° GOAL

La Petite Étoile 360°'s current goal integrates creative projects that primarily interest each individual student and promotes participation through age-appropriate play-based activities stimulated by their environment.

When engaged in recreational activities where children learn at their most proficient capacity as their propensity to absorb knowledge is elevated and their aptitude for critical thinking is optimized. That is particularly why LPÉ360° employs play as a core aspect of its curriculum. Our pedagogical curriculum combines a number of historical concepts that encourage children to lead the way with the guidance of their teachers. Accordingly, our program gears particularly towards a Reggio Emilia philosophy where children are encouraged to roam according to their needs.

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GENERAL INFORMATION

LPÉ360° Locations:

LPÉ360 Center / Preschool - Park 4555 Park Boulevard San Diego, California 92116 Phone: (858) 449-4891	LPÉ360 Infant Daycare - Cleveland 4279 Cleveland Ave San Diego, California 92103 Phone: (858) 449-4891
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Center / Preschool Personnel - Park

Site Owner / Licensee	Céline Théano (858) 449-4891
Site Director	Laura Valdez-Oropeza (619) 864-0515
Site Teacher	Rabia Aouchiche (619) 551-0507
Site Teacher's Assistant	
Site Aide	
Site Aide	

Daycare Personnel - Cleveland

Site Owner / Licensee	Céline Théano (858) 449-4891
Site Director	Céline Théano (858) 449-4891
Site Manager	Rabia Aouchiche (619) 551-0507
Site Teacher's Assistant	Rabia Aouchiche (619) 551-0507
Site Aide	
Site Aide	

STATEMENT OF POLICY:

Policy Prohibiting Harassment, ABUSE and Retaliation

LA PETITE ÉTOILE 360° preschool (the “School” or LPÉ360°) is committed to providing a School free from harassment, including, but not limited to, sexual harassment and other harassment based on race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, gender identity, veteran status, genetic

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information, or any other basis protected by federal, state, or local law, ordinance, or regulation. The School's policy prohibits harassment by all employees, including managers, supervisors and executives. In addition, the School will take reasonable steps to protect its students, employees and patrons from harassment at the hands of employees and non-employees alike, with whom the School has a business, service, or other professional relationship. Complaints of harassment will be investigated thoroughly and promptly. To the extent possible, the School will conduct the investigation in a confidential manner. The School also does not tolerate retaliation against anyone who complains about or otherwise opposes practices prohibited by this policy or by applicable state, federal, or local laws.

EQUAL OPPORTUNITY TO ALL

The School provides equal opportunity for all Students and prohibits all forms of unlawful discrimination. LPÉ360° admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. LPÉ360° does not discriminate on the basis of race, color, national or ethnic origin or gender expression, in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Moreover, The School prohibits the harassment of any individual on any of the bases listed above. For information about the types of conduct that constitute impermissible harassment and the School's internal procedures for addressing complaints of harassment, the legal remedies available through and complaint procedures of the appropriate state and federal agencies and directions on how to contact these agencies, please refer to School's Policy Against Harassment and Retaliation in this Handbook.

This policy applies to all areas of enrollment, including transfer, social and recreational programs. It is the responsibility of every member of the School and our community to conscientiously follow this policy.

If you have any questions regarding this policy, you should discuss them with the Owner or Director of the School.

ADMISSION REQUIREMENTS

La Petite Étoile 360° (LPÉ360°) seeks to enroll students of families from diverse backgrounds who will benefit from our dual lingual academic curriculum and diverse international environment. After an introduction and an assessment, acceptance for admission will be determined by an approved member of our School.

In good consideration, LPÉ360° will grant priority to siblings of current students. In the event that there is a waiting list, admissions priority will be accorded to the student who already has a sibling enrolled in the school, a full-time student versus a part-time student, and those who demonstrate acceptance of the school's philosophy and dedication to the school's mission. LPÉ360° may accept students throughout the year.

LPÉ360° requires that children must be two years of age on or before the first day of school. Admission is open to children ages two to five years of age. Children who are qualified may be

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admitted on or after their second birthday, space permitting. If the child is not two years of age by the first day of school, parents may apply and if accepted, register their child. To reserve the space and register the child, tuition deposits and other fees must be paid for the entire school year. A space will not be reserved without tuition deposit and accompanied fees.

It is of utmost importance that parents remind themselves that their support of the school is a prerequisite to re-enrollment. The school may deny re-admission to any family delinquent in tuition, or who fails to support the philosophy, objectives, and policies of LPÉ360°. LPÉ360° maintains the right to update or change the admission requirements as necessary to reflect current practice.

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REASONABLE ACCOMMODATION POLICY

LPÉ360° adheres to the requirements of Title III of the Americans with Disabilities Act, which prohibits discrimination against qualified individuals with disabilities in public accommodations. As part of this policy, students with qualified disabilities, or their parents, may request reasonable accommodations that would permit the student full and equal access to the goods, services and operations of the school.

PROCEDURE

Request for Accommodation

A student with a qualified disability, who desires a reasonable accommodation in order to access the goods, services or operations of the school, or his or her parents or legal guardians, should make a request in writing to the Head of School. The request must identify: a) the goods, services, or operations to which the student requests full and equal access; and b) the desired accommodation(s).

Reasonable Documentation of Disability

Following receipt of the request, the School Owner may require additional information, such as reasonable documentation of the existence of a disability.

Interactive Process Discussion

After receipt of reasonable documentation of a qualified disability, the school will arrange for a discussion with the student and/or the student's parents or legal guardians. The discussion may include other individuals that may be helpful to the discussion and issues to be addressed. The purpose of the discussion is to work in good faith to fully discuss feasible potential reasonable accommodations.

Case-by-Case Determination

School determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. School will not provide accommodation(s) which would endanger the health or safety of the student or others, that would fundamentally alter the nature of the school or its goods, services, or operations, or that would cause undue hardship or burden to the school, including upon the school finances or operations. The school will inform

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the student and/or the student's parents or legal guardians, in writing, of its decision as to reasonable accommodation(s).

CLASS RATIO

LPÉ360° adheres to all laws and regulations set by California Community Care Licensing Division. The average class size is typically 20 students or less. Acceptance of students into the class is based on the appropriate academic, demographic and social compatibility of the student and family in relation to the school. LPÉ360° reserves the right to divide or combine a class as deemed necessary.

LPÉ360° POTTY TRAINING POLICY

LPÉ360° provides facilities to change diapers for 2-year-old children. However, it is the responsibility of the parents/guardians to ensure potty training at home. LPÉ360° preschool staff is willing and enthusiastic to assist families with toilet training strategies and to support the process at school.

We realize that “potty accidents” will happen in preschool. “Potty accidents” by definition are incidents that happen randomly and infrequently. Starting on the first day of school, all 3rd year preschool students should be capable of wearing underwear; however, it is not mandatory. Parents/guardians must provide several changes of clothes, including underwear, in a bag labeled with the child's first and last name. All potty incidents will be communicated to parents. Soil clothes will be returned home to parents. Starting on the first day of school, all 4th year preschool students must be potty trained and must be able to wear underwear. All potty incidents will be logged in a chart and used for assessment.

LPÉ360° Potty-trained definition for preschool children:

- No longer wear diapers (disposable) starting the first day of school.
- Know they are to use the potty or the toilet on their own.
Know when they need to use the potty.

The child may still require assistance with proper hygiene i.e., wiping and washing; however, the child initiates going potty on her/his own.

Leniency: The School director will consider the following:

Keep the child in the preschool for a maximum of four calendar weeks, hoping to have him/her continue training while being positively influenced by classmates, and while parents continue to do home training as well. Teachers will work with the families to support continuity in the child's potty training at home and at school.

At the end of this trial time, if the attempt is not successful, and the child is not completely potty trained as described above by the 4th year school begins (age 3.5), parents/guardians may choose one of the following options:

Option 1:

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Parents may continue to pay tuition to hold your child's spot until potty training has been completed.

Option 2:

Parents may withdraw the child from preschool. The child will be removed from the LPÉ360° class list and will be given priority on the waiting list for re-entry.

Application, Registration and Annual fees are non-refundable; however, if the child is placed in a class at a later date, additional fees will not apply.

Option 3:

LPÉ360° will hire a full time extra person to help clean up and to the child. Fees for this extra person will be charged to the parent(s) until the child is entirely potty trained.

Parents/Guardians must sign the acknowledgement form indicating they have read and agreed to the LPÉ360° Potty Training Policy.

TUITION, PAYMENTS AND FEES

All applicants are required to pay a nonrefundable application fee. After acceptance a one-time admissions fee is due. Various payment plans for the annual tuition are available. Please consult the admission office for details.

Tuition is due as specified by the payment plan options chosen by the responsible party as detailed in the "Enrollment Agreement." Parents are required to know when tuition payments are due and payable. Students on a payment plan option must be registered with the tuition payment company elected by the School, before the student begins his/her first day of school.

Late Payments:

Tuition due dates are scheduled on the 1st of every month. Payments are considered past due on the 5th day of the month. For example, if payment is due January 1st, it becomes past due and subject to interest on January 5th. A late fee of \$25 will be applied on the 5th day. If payment is not received by the 15th of the month and no arrangement is made, our alliance is subject to reevaluation and reconsideration.

A \$25.00 monthly late fee may be applied to the outstanding balance on all past due accounts. The student shall not be permitted to attend classes without any other notice being necessary, if, at any time after the beginning of the following month, any outstanding amount has been past due for more than 45 days.

Returned Checks

A \$35.00 Overdraft / Returned Item Chargeback Fee will be assessed for NSF / returned checks. On first NSF occurrence, substitute and future payments will only be accepted in cash, money order or cashier's check. Future occurrence of checks submitted with non-sufficient funds, subsequent payments must be made by cashier's check or money order.

Cancellation Policy

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To cancel a student's registration, a letter of explanation must be sent via certified mail or via email, to the Director/Owner, LA PETITE ÉTOILE 360°, 4555 PARK BLVD, SAN DIEGO, CALIFORNIA 92115. Lapetiteetoile_360@yahoo.com.

Student registration cannot be cancelled by telephone or by not sending the child to school. Refunds will be made in accordance with the refund policy as outlined in the enrollment agreement. Questions may be directed to Lapetiteetoile_360@yahoo.com

Early Withdrawal/Refund

The withdrawal of a student during the school year does not reduce the school's financial obligations. Registration of all Students is for the entire school year (as determined by the contract), and the person(s) accepting financial liability for the tuition contracts does so for the full term as indicated by the contract, regardless of absence, withdrawal or dismissal. The school's cancellation policy will apply to early withdrawal of a student.

CURRICULUM AND PEDAGOTY

The curriculum at LPÉ360° is based on the core requirements of the French Ministry of Education and incorporates the educational framework of the California State Department of Education. Depending on the subject, instruction is presented in French and/or English. The academic programs at LPÉ360° are enriched with a variety of physical, musical, artistic and cultural activities.

The time allotted for the instructional calendar is set on a series of pedagogic research to accommodate our dual lingual curriculum and corresponds to the time required by the California Department of Education. LPÉ360° adequately distributes these hours throughout the year in such a manner as to respect the academic rhythm of the students and the curriculum.

Our Preschool students will:

- Learn to socialize in a group other than the family.
- Develop oral communication skills through socialization.
- Become familiar with the first components of academic learning.
- Develop fine and gross motor skills
- Learn arts and aesthetics
- Develop written and oral communication skills through art and crafts.
- Discover and roam the world around them.

RELIGIOUS AND CULTURAL OBSERVANCE POLICY

LPÉ360° provides its students with a rigorous dual-language curriculum in a unique multi-cultural environment. We embrace the various cultures by which our children are enriched. By exposure of other students and families, our community is exposed to a wide range of traditions from many different nationalities, religions and diversity. Because LPÉ360° thrives through its diversity, students are expected to respect the cultural and religious beliefs of others, but are not required to participate in events or activities that contradict their religious beliefs.

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LPÉ360° does not promote the observance or non-observance of religious holidays. However, as an independent school, we acknowledge, throughout the year, the occurrence of festivals and traditions that help expand our students' knowledge of world cultures and religions.

LPÉ360° incorporates developmentally appropriate elements or aspects of religion, culture and history into its curriculum. For example, religious music, literature, or art may be introduced, as appropriate, to illustrate a period of time in history or a particular literary style or may be incorporated into seasonal student shows.

If participation in those or other school events or performances is prohibited by a student's religion, parents/guardians must notify the School in writing to excuse the child from participation. Students may also be excused from class meetings or assignments to observe the holy days of their own religion. Parents must advise the teachers and/or administration in advance of such absences. Advance notice is important so that LPÉ360° teachers and/or administrators may provide alternate activities or arrangements.

Because LPÉ360° strives to create an inclusive, multicultural learning environment, classroom decorations will be determined by the pedagogical director in collaboration with School administrators, and may include seasonal, non-religious symbols or artwork.

To ensure that our approach to cultural education remains robust and consistent, parent/guardians questions regarding these guidelines must be addressed to the director/Owner of the school. Classroom teachers will forward questions to the director/Owner as appropriate.

Classroom Religious/Cultural Observances

Below is a list of the potential holidays and observances that may be included in your child's classroom curriculum or in an on-site school program; although, not exclusively. All holiday and cultural programming will be determined by the pedagogical curriculum.

- End of the Year (Christmas celebration)
- Valentine's Day
- St. Patrick's Day
- Mardi Gras
- Chinese New Year
- Spring Egg Hunt
- Halloween
- And more...

Parents are advised of the following:

Parent participation to assist in the school holiday spirit or celebration is welcomed and encouraged! It is not, however, mandatory. Please let the division director know which activities you would like to assist with and how you can help.

Please notify the director of the school prior to offering holiday treats, decorations or gifts for the class.

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By signing the enrollment agreement, families are agreeing to the terms of the Religious/Cultural Observance Policy of LA PETITE ÉTOILE 360° preschool.

FIELD TRIPS – DAY TRIPS & OVERNIGHT TRIPS Field Trips

Field trips are an extension of the academic program and an important opportunity to experience a variety of activities and to interact with the environment and the community. These off-campus trips are organized primarily by the School. They are an integral part of the curriculum and are scheduled as far in advance as possible. The trip's duration, theme, and location may vary for a number of reasons. All enrolled students are expected to participate in these activities. Parents/Guardians will be notified as early as possible for proper accommodation.

The activities are encouraged and the intents are to afford the children the opportunity to discover the world around through:

- Other cultures
- another way of life
- the acquisition of autonomy,
- the formation of character and
- to deepen their understanding of social life in a group.

After the destination, theme, goal, and date of the trip are determined by the teacher, he or she evaluates and determines how many additional volunteers are required to supervise and chaperone. A request for the additional headcount will be mailed out for volunteers. Most of the students will take the school transportation. However, if this is not sufficient, parent volunteers (with proper clearance) may also be asked to transport or car pool to certain events with the remaining students who have been authorized to ride with others. Parents who volunteer as drivers must have a valid driver's license and proof of automobile liability insurance. (Check with the office for the amount of necessary insurance coverage.) The school's accident insurance policy covers all students while present on the school premises, as well as to and from activities organized by the school for educational purposes.

Parent chaperones must bear in mind that if they volunteer, they will be expected to assist in the supervision of the overall group, not only their own child/children, and that they (the parents) are under the leadership of a qualified teacher. Depending on the nature of the trip, parents may be asked to cover for their entrance fee, if there is one. Parent chaperones are asked to bring their own lunch or order and pay for their own lunch.

During a trip, teachers will communicate daily with the school depending on the communication network existing at the location.

Technology

School staff may use tablets, laptops and other electronic devices for instructional use in the School. Internet access via Wifi is available throughout the site. However, Students are not

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permitted to bring or use their own devices on campus without express permission in advance from their teacher or pedagogical director.

LPÉ360° LIBRARY (BIBLIOTHEQUE) & LPÉ360° BIO

The primary mission of LPÉ360° Library (Bibliothèque) is to encourage reading as the conception reading is known to be one of the most important factors in academic success. The library is open to all and is also a tool used to teach research and evoke literacy in accordance with our curricular projects. Resource materials are available in both French and English. The School also maintains a small library of videos to help engage students during certain activities.

The following policies are in effect in LPÉ360° Bibliothèque and LPÉ360° Bio.

- Books may be checked out for one week, unless students need a longer time period to read them.
- Students are allowed to renew their checked out items for an extra week.
- Additional books may not be checked out if two or more books have not been returned.
- Lost or severely damaged library materials must be reimbursed at the full cost of the item or the item must be replaced, like new, by the family.
- The videos may be checked out for a maximum of one week.
- A \$30.00 fee per DVD /video will be assessed (and/or total cancellation of borrowing privileges) for DVDs that are lost or damaged.

Please refer questions concerning the Library (Bibliotheque/Bio) please contact the Director.

LPÉ360° Additional School Activities - Optional

LPÉ360° may offer Additional School Activities to students. These activities are organized to further enrich the lives of the students and parents. These activities will be in session only when there is a sufficient number of children registered to them. The fees are in addition to the regular tuition. Activities and registration times will be announced to parents via email and on the website.

Accreditations /Memberships

LPÉ360° is a registered member of Childcare Aware of America

Student Progress Reports and Grading Policies

Report cards are distributed via email and are available in hard copy form upon request. As much as possible, the administration and LPÉ360° seeks to measure total student performance through eight major categories: Character and Behavior, Attitude and Participation, Group Sessions and Personal/Social Development, and Interest and Communication. The categories are assessed to evaluate growth and cognitive development progress of each individual child. The school seeks to inform parents of the students' progress periodically.

Written grades are provided only to help keep students and parents aware of progress; however, parents/guardians should keep in mind that, the scores are only an assessment based on the

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Teacher's observation. The goal is for students to do their best, depending on their own strengths. It is not intended to and should not be compared with their peers.

Any matter involving a student's work or behavior must first be taken up with the teacher. If problems persist, the director should be notified. Direct parent contact with the teacher is suggested; however, Parents are advised to contact the teacher to schedule an appointment if they would like to further understand a situation. Parents are urged to schedule an appointments outside of class time as to not disrupt the class routine or the School spirit. (See Grievance Procedure)

Parent-Teacher Conferences

These conferences offer one-on-one parent-teacher discussions that allows the teacher to summarize his/her methods of teaching, to discuss class and subject content and to answer potential questions . This also provides the opportunity to establish contacts between parents and teachers that will facilitate a mutual exchange of information.

In addition, at any time during the academic year (except during classes) parents are encouraged to make arrangements to meet with the teacher(s) and discuss the progress of their child(ren). Parents are invited to contact the teacher via email to schedule an appointment.

ATTENDANCE AND TARDINESS

The extent of LPÉ360° attendance policy is that, attendance is suggested based on the parents/guardians' needs; It is not compulsory as LPÉ360°-Park offers services that caters to young toddlers' needs and comfort. However, LPÉ360° must advise that, in order for the child to fully benefit from the program, attendance to school is strongly encouraged to take full advantage of the social interaction, which is integral to the complete development of the child's personality.

Absences

If a student plans to be absent from school, the parent must notify the office before 9:00 a.m. The school accepts no liability for a student absence unless the parent has contacted the school to inform the office that the student will not be in attendance that day.

If the student is ill, a written note from the physician stating the reason for the child's absence must be presented to the teacher after the student has been absent for three or more days.

If a child has been diagnosed as having a contagious disease, (e.g., chicken pox, strep throat, the flu) LPÉ360° must be notified, so that precautions can be taken and notifications sent home.

If your child is not well prior to the beginning of the school day, you are requested to keep the child home. Students with a fever will be kept in the office, away from other children, until they can be picked up. Also, see "Lice Policy."

In the case of long-term absences, parents must notify the school in advance. Parents, not the student, must notify the teachers at least two weeks before departure. (Please also see Tuition Agreement).

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Medical and Dental Appointments

As a courtesy, every effort should be made to notify the School, in advance, of scheduled appointments.

Dismissal at the End of the School Day

Signal:

A bell will ring at specific times of day to indicate the end of the school day and the beginning of day care or the pick-up time for half-day students. When the bell rings, parents must take their children who are enrolled in the half-day program and leave the playground area. After school, when the bell rings, parents must take their children who are not staying for day care and leave the playground area. Faculty and staff are not responsible for children on the playground who are not enrolled in the school after their scheduled time.

Signing Out:

When a preschool child is being picked up, the adult responsible for the child must sign the child out and then immediately leave campus.

Snacks will be provided for those children who are still present on campus at the designated snack time. If a child stays and eats snack after the adult responsible for the child has already signed the child out, there will be a charge of \$5.00 for the snack.

Student Departure

Parents of students who are not re-registered for the following term year of the current year will be obliged to fill out a departure form and/or meet with the admissions director or the director of the preschool and the Owner for an exit interview. At this time, parents will be asked to provide a written explanation for departure and to solve any pending financial obligations.

SCHEDULE, EXTENDED CARE, SIGN IN AND OUT

The administrative office is open from 7:00 a.m. to 4:30 p.m. while the School is in session.

Class sessions may be divided for pedagogic reasons.

Extended Care Services may be provided from: 7:00AM -7:30AM and from 5:00PM – 6:00PM (extended care service fee will apply).

Normal preschool/daycare supervision begins at: 7:30AM and ends at 5:00PM – with no exceptions.

Daily Hours of Operation

LPÉ360° Preschool/Daycare is open Monday through Friday from 7:30 a.m. - 5:00 p.m.

Extended Early/After Care Service is provided starting from 7:00AM - until 7:30AM – and after 5:00PM to 6:00PM.

Preschool Half Day Pick Up: 12:00 noon

Optional After School Activities: between 4:00PM and 6:00PM; Details available in the office.

PENDING

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Preschool Official Schedule

Extended Early Care Service: 7:00AM - until 7:30AM

Welcome / Playground Social under Preschool supervision: 7:30AM - 8:15AM

Individualized Pedagogic Activities: 8:15AM – 5:00PM

Pick-up: Noon – or 3:00PM – 5:00PM

Dismissal: 5:00PM

Extended After Care Service: 5:00PM - until 6:00PM

Final Dismissal: 6:00PM

Please see the Enrollment Agreement for rates

Consult the Director for a detailed or more individualized schedule.

NOTE: On Minimum Days: preschool students will be dismissed at 12:00PM noon.

Full time and Half Day Pick-Up Procedure –

Children who are registered in the Half Day programs must be picked up at 12:00PM noon.

Please ring the bell and use only the front entrance to access the premises.

Drop off time and Pick up time policy

LPÉ360° has a very strict Drop off time and Pick up time policy. Please see the Tuition agreement for fees that will be applied for early arrivals and late pickups.

Extended Care Service – Before and After School:

Caring for children outside of regular school hours is an optional service offered for parents. An additional fee is charged and Extended Early or After Care Service is billed in 30-minute increments. Hours may be purchased in advance at a lower rate. Students using this service must have prepaid hours on file or pay the drop-in rate.

Extended Care Service – Minimum Days

In addition to the before and after school Extended Care Service, LPÉ360° provides Extended Care Service on minimum days, during some school breaks, and during special events as a service to the parents. To register, please contact the Director.

In order for the school to offer quality Extended Care Service during these times, and for the safety and the security of the children, the following regulations shall apply:

- In order to have sufficient staffing, parents must register in advance to secure a space for the child in daycare.
- Upon arrival at school for special events, the parents must notify/remind the director or teacher and must sign in, indicating their child is in the care of the school's staff.
- Upon departure, the parent must sign out, indicating they have taken the child out of the school's care.
- Only LPÉ360° registered students will be allowed to participate in Extended Care Services or minimum day daycare.
- The school reserves the right to refuse a child who is not registered in advance if there is not sufficient space available.

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- The same disciplinary measures that are applied during regular school hours will apply during day care.

Access to the School Premises, Signing In and Out

Regular Operation hours are Monday, 7:30 AM – 5:00PM, Monday - Friday. The school campus MAY BE open from 7:00 a.m. to 6:00 p.m. For security, the main entrance to the preschool is locked between those hours.

Parents of the preschool children are required by law to accompany their children onto the premises, entrust them to the person in charge, and to sign their full name in at the time of arrival. They must also sign out at the time of departure. Signing the children in and out at the pre-elementary school is mandatory.

The Department of Social Services and Child Protective Services has the right at any time, without prior parental consent, to visit the preschool, review student records (both administrative and medical) and interview children.

In order to restrict a non-custodial parent from picking up your child, a copy of a current court order must be provided and kept in the child's records. Your child will only be released to the legally authorized parents or those people on the Emergency/Identification form.

For security purposes, visitors are allowed only in the reception area. The remainder of the building is for employees only. Visitors must sign in/out at the front desk upon arrival and departure. Parents must wear a visitor badge while on campus outside of drop-off and pick-up time. To see a staff member or administrator, please schedule an appointment.

Safety, Liability and Insurance

For safety and insurance purposes, we ask that parents/guardians do not arrive at school prior to 7:00 a.m. LPÉ360° will not accept responsibility for students on the school grounds before that time.

All children must be signed in and out daily. The sign in and out book or electronic tablet must be dated and signed, indicating that you have dropped your child or you are leaving with the child.

All parents, guardians or anyone else who is picking up the child, must bring identification with them and ensure the name of the individual picking up the child is on file.

Late Pick-Up Fee – VERY IMPORTANT

Extended hours are offered before 7:30AM and after 5:00pm. A 5-minute grace period is allowed after 5:00PM. If a child is not registered for Extended Care Service, the rates are \$25 per 30minute increment per child for early arrivals and late pickups; and \$35 per 30 minute increment after 6:00pm. We offer an Extended Care Service plan at a more manageable rate for your convenience. LPÉ360° urges parents to register to avoid the incremental rates. Please see the EXTENDED EARLY/AFTER CARE SERVICE offer in the Enrollment Agreement and Tuition Schedule.

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As always, after 5:30 p.m., the person who is responsible for picking up the child will need to sign out the child on the sign out sheet or electronic tablet. If a child will be picked up after 5:30 p.m., the parent or guardian MUST notify LPÉ360° staff in writing by email, text or a note. If your child is still present at 6:00 p.m. and the staff was not notified as indicated, the daycare staff will call the parents or guardian. If they cannot be reached, the staff will call the emergency contacts on file and if nobody can be reached, the daycare staff will call Child Protective Services.

Responsibility of Non-Enrolled Children

Parents/guardians are responsible for the children brought with them on campus who are not enrolled at LPÉ360°. The LPÉ360° staff is not responsible for the safety and care of children who are not LPÉ360° students and our staff does not supervise these children. LPÉ360° preschool staff is responsible only for children enrolled in the LPÉ360° preschool.

PARENT INVOLVEMENT AND PARTICIPATION

As in all independent schools, parent involvement and participation in the school community is imperative and strongly recommended. It is necessary for the smooth functioning of the school, as well as its growth, and development. It also set a humanitarian tone for the young children we are raising and educating.

Fundraising

La Petite Étoile 360° operates solely on tuition revenue and possible donations from the school community and in the future, public and corporate sponsors. Therefore, your support is very important and highly recommended. There are several ways to support La Petite Étoile 360° as there will be fundraising activities held throughout the year. Other opportunities will present through Target's Take Charge of Education, BoxTops for Education, School Tool Box, in-kind donations and other targeted fundraising campaigns.

All fundraising campaigns will be set as means of generating additional funds to supplement the school's budget and to provide the resources necessary for the successful implementation of the school's programs. These include, but are not limited to site improvements, expansion of the school's facilities, additions for the student program, plus professional growth and many more.

We encourage the families' enthusiasm to support the school by donating and volunteering.

Any fundraising initiatives proposed by parents on behalf of the school or the school's projects must first be approved by the Owner and must be performed on a *pro bono basis*.

Observation Procedure

Parents may visit the school's classes at any time, although it is necessary to check in at the office/welcome area prior to entering the classroom. They must make prior arrangements with the teacher and/or Director prior to entering the classroom. Parents are not allowed to observe their children on the playground or in the classroom without prior permission and an appointment. To schedule a classroom observation, contact the Admissions Office. While visiting the school outside of drop-off and pick-up time, parents must wear a visitor badge and sign-in and sign-out.

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In all cases, parents/guardians presence must be quiet and unobtrusive, so as not to disturb the course of activities and the learning environment. Grievances are not to be addressed during a parental visit to the classroom.

Parent Volunteers

Volunteer service is vital to a dynamic school environment. We welcome and encourage every family to contribute service to the school.

A Parent Committee (PC) will be formed to highlight the spirit of the school. The family goal is 10 to 20 volunteer hours to be completed during the school year. The cost of education per child is significantly more than the indicated tuition rate. Hours may be secured by a contribution of time or talent. For a list of the volunteer opportunities, inquire with the director/Owner.

All preschool volunteers working with the children need to provide proof of a TB test.

Special Events

The children will prepare shows to present to their parents, families and friends. Most of these events are an integral part of the educational process, while others celebrate holidays or serve as social functions for the school community. Children are expected to participate and families are strongly encouraged to attend and to get involved in the organization of the events with the teachers Parents Committee. The events may include a number of activities and celebrations. For further information on assisting with these events, contact Director.

Please be reminded that no alcohol is allowed on the premise LPÉ360° during special events when children are present.

Event Planning

From time to time, parent volunteers and/or the Parents' Committee host events to benefit the school and the students. parent volunteers and/or the Parents' Committee shall coordinate all event planning with the administration. The planning of date, time, venue, or activities must be approved by the Owner or Director. If the PC is unable to run an event, the school reserves the right to form a new group to coordinate and produce the event.

Reimbursement of Expenses

On occasion, parents may wish to make purchases for the school and may be reimbursed for such expenses. All expenditures must have prior approval from the Director or Owner or reimbursement may be denied.

SCHOOL PROPERTY

No parent, friend or family member may remove any school property from the school grounds without the permission of the head of school. Any borrowed materials must be returned promptly to the school and their return must be made known to a school official. Cameras, computers, memory sticks or any other electronic storage device owned by the school may not be borrowed or taken off the school premises or used for any kind of personal use.

School Logo and Name

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The school's name, La Petite Étoile 360° Preschool/ La Petite Étoile 360° / LPÉ360° preschool / LPÉ360° or any other claimed name, and the school's logo are the property of the school and may not be used by anyone within or outside of the school without the written permission of the administration. The official school logo and name with the appropriate font must appear on any printed materials, written materials or published materials. Any materials to be published must be pre-approved by the school and must be reviewed and/or proofread by the administration prior to printing.

Press releases may not be released without the prior approval of the School and can be released to the media only on the school's official letterhead or email and the listed contact must be a school employee.

Report Change of Address and Other Information

It is the obligation of the parent to inform the school of any changes in address, phone numbers, email addresses or emergency contact information. It is imperative that the school administration be able to reach parents in case of an emergency or an urgent situation.

Staff Coordination Days

Scheduled staff meetings are important for coordination among all teachers and for cohesiveness in the bilingual program that we offer.

On minimum days, preschool students are dismissed at 12:00 p.m. On these days no lunch period or hot lunch is provided at school. There will be Extended Care Services for children who cannot be picked up from school by 12:00 noon. Parents need to provide a lunch, drink, and snacks for students who will remain in Extended Care Services. On full-day faculty coordination days, there is no school.

Forgotten Lunches and Other Items; Telephone Usage

To avoid classroom interruption, any forgotten article brought to school during class time must be left at the front desk. Children who forget their lunch box will be served a lunch called for the day and the parents will be charged accordingly.

Emergency calls will be made by school personnel. Any student who needs to use the telephone during the day must have permission from the teacher and/or Director. Students are discouraged from using the telephone except in urgent cases. Granting permission for telephone use will be at the discretion of the school.

PERSONAL FAMILY MATTERS

In the case of personal family issues, including situations involving parental separation or divorce proceedings, LPÉ360° administration and staff members will take a neutral, unbiased and impartial position. In serving the student's best interests, the LPÉ360° campus will not serve as a place for parental disputes.

It is not within the role of LPÉ360° employees to provide legal testimony on behalf of parents. It is the parent's responsibility to notify LPÉ360° of any court order or legal action involving their child.

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In the case of a divorce, LPÉ360° will remain consistent with its intent to promote the best interests of the student in partnership with both parents of the student. Unless otherwise directed by a court order, LPÉ360° shall maintain strict neutrality between parents who are involved in an action affecting the family. In the event that neither parent notifies the school or department head of the existence of a court order, neither parent shall be deemed to have rights superior to the other parent with respect to any minor student.

Unless otherwise expressly curtailed or restricted by a provision of a court order with which a school official has been provided, the parent with physical placement rights of any student enrolled in the school shall, upon request, be provided all grade reports, notices of school activities, disciplinary action, or teacher or head of school conference appointments or summaries that are provided to the custodial parent or joint custodial and residential parent.

The parent with physical placement rights shall be entitled to participate in all school activities, including scheduled conferences involving the custodial or joint custodial and residential parent. In the absence of a court order to the contrary, a parent with physical placement rights shall be permitted to visit his/her student enrolled in the school and to confer with the student's teacher(s) during required school hours (assuming that the visitation is within the rules prescribed by the school or by the administrative guidelines relating to school visits, as outlined in the Handbook). The head of school/designee may deny visitation if he/she believes the denial to be in the best interest of the student.

The policy of LPÉ360° is to provide information about the child(ren) to parents and guardians. In the case of divorce or separation, or multiple households where the child(ren) may reside, information is provided to all legal guardians. Parents should inform LPÉ360° of any changes in marital status, legal custody, or guardianship of children. All information and document requests will be forwarded to both parents. LPÉ360° will not take the responsibility of transfer of documents from one parent to another parent.

INFORMATION FOR PARENTS AND STUDENTS

Role of the Parent – Parents as Prime Educators

Parents have the primary responsibility for the education of their children. Specifically, this includes:

- Establishing a home environment which teaches the moral values, social skills, self-
- Discipline, and commitment to learning upon which successful schooling is based.
- Making a wise and informed choice of schools for their children, keeping in mind that each School has its own unique character and strengths.
- Being fully informed regarding all aspects of their children's developmental progress, and where needed,
- To take and/or support the appropriate remedial action.
- To make every effort to establish and maintain a collaborative and mutually supportive relationship with the school.
-

Grievance Procedure

1. Meet first with the teacher (through an appoint and outside of class time), to discuss the concern and work out a solution.
2. If an agreement cannot be reached, then the Director will speak individually to the teacher.

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3. The Director will meet with both parent and teacher to work out a solution agreeable to all.
4. If all else fails, a meeting with the Owner will be called.
5. If a parent is not satisfied with the results after having followed the above protocol, alternate options that are in the best interest of the child will be discussed.

Standards of Conduct for Parents

While on campus or on school-related field trips or at school events, parents and other adults are expected to behave in a manner consistent with acceptable professional and public social behavior. In this context, adults are expected:

- To remain free of verbal, physical, or visual harassment and to use appropriate language, including no swearing, screaming, or verbal abuse to any other adult or child (see Harassment Policy)
- To be respectful of others and of their differences, especially in front of children
- To set a good example for children
- To not start rumors or to refrain from or halt rumors
- To follow the grievance procedure
- To not lie, cheat, steal or do anything unlawful
- To show respect and to support the school spirit
- To show respect for the teachers and other employees of the school and
- To not make disparaging remarks against other parents or employees
- To not transmit (orally or in writing) any false, misleading, inaccurate or disrespectful information about the school, or any of its constituents to others, to other parents, or to employees of the school.

If Parents/Guardians cannot remain in compliance with the above “Standards of Conduct,” LPÉ360° maintains the right to remove any parent/adult from the school campus or event or to prohibit that adult’s re-entry to the campus or to prohibit that adult’s participation in school activities.

The following report is from the National Association of Independent Schools (NAIS) document, “Parents Working with Schools.” Parents and independent schools work together to create and sustain effective partnerships.

Parents Working with Schools

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
3. Parents are familiar with and support the school’s policies and procedures.
4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school.
6. Parents seek and value the school’s perspective on the student.

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7. When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
8. Parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.

Bicycles

Bicycles, skateboards, scooters and roller blades are to be walked or carried on and off the school grounds. It is necessary that your child's bike have a lock, and your child wear a helmet. The school accepts no liability for any of these pieces of equipment if they should become damaged, lost or stolen. All students riding bikes to school must wear a helmet in compliance with state law.

Birthdays and Celebrations

Parents are to make prior arrangements with the teacher of the class before sending birthday cakes and party items to school. This rule applies for a number of reasons; one of which is due to potential allergies. Please consult your child's teacher for any special requirements of the group (diet/nutritional needs, allergies, safety, schedule).

Parents must have prior approval from administration for any outside entertainment being brought to the classroom for a party.

Each month the children, parents and teachers may agree to have a combined party for all those who have birthdays during that month. So as not to disrupt class time, the party may be celebrated the last 15 minutes of class (or at another time) to be determined by the teacher.

To be sensitive to those children who are not invited to parties outside of the classroom, parents and students must not distribute invitations at school and these events are not to be discussed on the school premises.

Cellular Phone Usage

Cellular Phone Usage is not permitted by Students on the premises. Students who bring mobile phones to school place it in them in their backpack during school hours. Cell phones are to be used only before and after school and not at lunch. Cell phones are to be used only for urgent matters. Students who need to speak to their parents must a call from the teacher or director.

Non-compliance with this policy will result in the teacher confiscating the phone. It will only be returned when the parent and student together come to the teacher to retrieve it.

CHILD ABUSE REPORTING OBLIGATIONS

According to California law, the school's staff is obligated under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this serious and legally narrow area, the school will not contact parents before making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative, except to make the report to the proper authorities for their investigation and review.

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VISITORS IN THE SCHOOL GROUND

To provide for the safety and security of its students, employees, and facilities, the School permits only authorized visitors on its premises. All visitors must enter the School at the main entrance. To provide an increase level of security all authorized visitors will receive directions and be escorted to their destination. visitors must be accompanied with an employee at all times. All visitors must wear a visitor badge with last name and first initial while on school premises. Any employee observing an unauthorized individual on the School's premises must immediately notify the Director of the School and have a proper name tag.

Classroom Visits

Arrangement for visits to the classrooms from students outside of the school must be made in advance with the admissions office.

Communication with Families

Preschool communications are to take place between the parent/legal guardian and the lead teacher of the classroom. LPÉ360° does not allow for an exchange of communication between the families and the teacher's assistant for any topics regarding school matters of any nature. The teacher's assistant's discussions with the parents should be limited to the basic needs of the children (security, accident reports, clothing, eating).

Important school information is forwarded to the families through email. It is necessary for all parents to have an email address that they check daily for messages from the school. It is the responsibility of the parents to make sure that they read the communications. General information is sometimes posted at the entrance of the school. Parents will be notified via email with all important information.

Every conscious effort is made to keep the parents informed of school activities. However, it is the final responsibility of the parents to keep up-to-date with the events at the school.

Lost and Found

Items found on the school grounds are collected and placed in the "lost and found" box that the parents may check frequently. Unclaimed items will be donated to charity monthly.

Lunch and Snacks

Lunch and snack time will take place under supervision and in an orderly fashion that will create the opportunity for social interaction.

The following apply:

- Children will be encouraged to finish their meals, but will not be forced to do so.
- They will not be permitted to exchange foods or beverages.
- There is no microwave oven or refrigerator available for students' use.
- Children may bring their own lunch box with a nutritious, well-balanced meal or hot lunch may be purchased from the school's hot lunch catering service, under a separate contract.
- Soda pop and candy are not allowed at school.
- Glass-bottled drinks are strictly prohibited.

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- The school does not provide snacks for children during extended care hours. Parents must provide snacks for their children if they are staying after school in Extended Care Services.
- Preschool children are asked to bring a cloth napkin and an empty re-usable beverage container in a lunch box (even if they are participating in the hot lunch program) for use during snack time.
- Water beverage is provided to all preschoolers, however, please bring your child school with a re-usable beverage container filled with water.
- Children need to bring their own re-usable water bottle to school, as drinking fountains may be closed periodically for maintenance to prevent illnesses from spreading.

HEALTH AND SAFETY

Upon admittance to Preschool, each child is required by California law to provide written proof of all necessary vaccines and immunizations. In accordance with the County Health Department, Immunizations must be up to date for admission into Preschool. A medical health certificate attesting to the health condition of the student is required for entrance into Preschool.

Medical Records/Vaccinations

Proof of immunization and vaccines must be on file by the first day of entering Preschool. La Petite Étoile 360° will not except a child in Preschool if these records are not on file.

If a child does not have a physical (as required), or the parent has not provided an official waiver, the child is considered to be non-compliant with the CHD (County Health Department).

Children in this category may be excluded from attending Preschool at the discretion La Petite Étoile 360°.

Preschool Absences

For the protection of all children and staff and to comply with Preschool licensing regulations, children who are ill may not attend LPÉ360°. Please do not put staff in the position of refusing your child. Symptoms with which a child may not attend are listed below, but are not limited to them.

STUDENT ILLNESS AND ACCIDENTS

Health/Illnesses/Accidents

In the event a student complains of becoming ill at School, teachers will follow the following steps:

- Unless the child is obviously ill, the child may remain in class for 15 minutes of quiet time to be monitored for progression of illness.
- After 15 minutes, if the child is still not feeling well, move the child to the wellness room.

In the event that a student has an accident or is otherwise injured at School, teacher will:

PARENT-STUDENT HANDBOOK

- Have another teacher assist the injured child to the wellness room; unless the injury is obviously severe; in which case, the Director must contact the parent(s) /guardian immediately.
- Create a detailed incident report, and if a serious injury, call the student's parents immediately.

Children with symptoms of a communicable disease will be separated from others until the parent or designated teachers arrive for the child.

We make every effort, including calls to mobile phones and by e-mail to reach the parents when a child is ill, but after 30 minutes, if we have no response, we will attempt to reach the emergency contacts provided by the parents.

La Petite Étoile 360° will not service or care for children who present these symptoms or illnesses:

- Vomited two or more times within a 24-hour period
- Vomited one time with another symptom
- A fever of 100 degrees F / 38 C or higher
- Unusual spots, skin rashes or untreated infected skin patches
- Diarrhea two or more times in a day
- Evidence of head lice, scabies or other parasites (see procedures for lice treatment)
- Severe coughing causing red or blue coloration on face
- Severe coughing that causes a “whooping” sound
- Rapid or difficult breathing
- Yellowish skin or eyes
- Redness of eyes w/ obvious discharge, matted eye lashes, burning or itching of the eye
- Sore throat or difficulty swallowing
- Stiff neck with elevated temperature
- Excessive fatigue

Children who show these signs are separated from other children, supervised and made comfortable until their parent or teacher arrives to take them home. If the child has been diagnosed with the flu or the swine flu, notify the school immediately.

THE STUDENT MAY RETURN TO SCHOOL AFTER BEING FEVER-FREE FOR 24 HOURS without the use of fever-reducing medicines AND/OR IS NO LONGER CONTAGIOUS.

In the event of any unique illnesses, the school will follow the recommendations of the Centers for Disease Control (CDC) and S.D. County health services guidelines. For more information, visit <http://www.cdc.gov/>

Use the following as a guide.

Keep Me Home if:

- Fever above 100F/38C degrees
- Vomits more than once

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- Flu: body aches, headache, and fever

Send Me to School if:

- Ear infection, no pain infrequent diarrhea

See My Doctor if:

- Undiagnosed skin rash Eye infection
- Minor cold (runny nose, cough, sneezing sore throat) Cold sores (sore covered)
Infestation of lice (after treatment begins)
- Strep throat (after 24 hours of medication)
- Vague “I don’t feel good symptoms”

Please notify LPÉ360° if your child is staying home due to illness.

At LPÉ360°, we encourage hand hygiene and respiratory etiquette and we will emphasize the importance of the basic foundations of influenza prevention: stay home when sick, wash hands frequently with soap and water when possible, and cover noses and mouths with a tissue when coughing or sneezing (or a shirt sleeve or elbow if no tissue is available).

Flu can be easily spread from person to person; therefore, we will take the steps necessary to reduce the spread of flu at Preschool. LPÉ360° will routinely disinfect areas that students and teachers touch often.

Parents are also encouraged to take the following precautions against the flu:

Teach your children to wash their hands often with soap and water or an alcohol-based hand sanitizer. You can set a good example by doing this yourself.

We understand they are very small, however, we can teach the children not to share personal items like drinks, food or unwashed utensils, and to cover their coughs and sneezes with tissues. They need to cover up their coughs or sneezes using the elbow, arm or sleeve instead of the hand when a tissue is unavailable.

INCIDENTAL MEDICAL SERVICE PLAN OF OPERATION

LPÉ360° staff may not be equipped to provide assistance or to administer certain medication, including the use of a Nebulizer, Inhaled Medication and an EpiPen; accordingly, LPÉ360° reserves the right to decline an opportunity to offer such services.

All intermittent health care service must be administered by an authorized staff member of LPÉ360°. Such staff member shall successfully complete and pass an approved First Aid & CPR recertification in which instruction of Inhaled Medications and EpiPens training shall be reinforced. All staff will be trained on general precautions procedure in administering all medicines, intermittent healthcare and first aid. There shall always be an LPÉ360° staff member equipped with First Aid & CPR training on site.

LPÉ360° staff members are not equipped to administer Glucose monitoring, Glucagon, G-tube feeding or ileostomy bags and is unable to provide such service.

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Storing Medicines and Medical Equipment

All medicines and medical equipment will be stored in a medicine cabinet that is inaccessible to children. A medicine log with proper authorization will be maintain in a folder along with a log in and out form.

General Health Safety Guidelines

All team members will be trained on general safety precautions such as, wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and proper disposal of gloves, and proper disposal of used instruments in approved containers.

Parents of children taking ongoing medication (daily) will have access to medicine log in order to follow the dispensing of medication.

Parents of children receiving emergency medication shall be notified by phone call at the time and given a written report at pickup.

Upon any evacuation, the Director will be responsible for taking medication from medicine closet and keeping it safe and away from children until evacuation is lifted and able to return to medicine closet.

Upon completion of medication or expiration of prescription, the Director will return medication to parent and logged out.

MEDICATION ADMINISTRATION – See Attached for Consent Forms

LPÉ360° staff may not be equipped to provide assistance or to administer certain medication, including the use of a Nebulizer, Inhaled Medication and an EpiPen; accordingly, LPÉ360° reserves the right to decline an opportunity to offer such services.

In the event LPÉ360° may opt to provide such care, the School will only assign a trained staff member(s) to administer incidental medication.

The California Education Code states that any student who is required to take medication (prescription or over the counter) prescribed by a physician at Preschool may be assisted by a Preschool personnel if the facility meets certain fulfillment.

Administration and Compliance:

The licensee will be responsible to ensure The facility has obtained from the parent/authorized representative of the child the medication, equipment and supplies necessary to carry out the medical orders of the child's physician.

The person(s) designated to carry out the medical orders prescribed by the child's licensed physician will not in any way assume to practice as a professional, registered, graduate or trained nurse.

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At least one of the persons designated and trained to carry out the physician's medical orders will be onsite or present at all times when the child is in care.

The persons designated to carry out the physician's medical orders have completed the training indicated by the child's physician.

The person designated to carry out the physician's medical orders shall comply with proper safety precautions, such as, wearing gloves during any procedure that 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.

As such, the following is required:

Part I

- The facility has obtained from the parent/authorized representative of the child the medication, equipment and supplies necessary to carry out the medical orders of the child's physician.
- The person(s) designated to carry out the medical orders prescribed by the child's licensed physician will not in any way assume to practice as a professional, registered, graduate or trained nurse.
- At least one of the persons designated and trained to carry out the physician's medical orders will be onsite or present at all times when the child is in care.
- The persons designated to carry out the physician's medical orders have completed the training indicated by the child's physician.
- The person designated to carry out the physician's medical orders shall comply with proper safety precautions, such as, wearing gloves during any procedure that 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.

Part II

- A written statement from the physician detailing the method, the amount and time schedules that the medication is to be provided and
- A written statement from the student's parent/guardian authorizing Preschool to administer the medication. (E.C. 49422, 49423)
- Parents and physicians need to complete the Medication Administration that is provided should the child require medication care under LPÉ360° care.
- The Centrally Stored Medication and Destruction Records form (LIC622)

Part III

- No medications (including over-the-counter) will be provided to a child without this executed form.
- Please send all medications (prescription and over-the-counter) in a Ziploc bag labeled with your child's name.
- Medications must be in the original pharmacy container with the original prescription label adhered to the container.

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- Students may carry and self-administer prescription auto-injectable epinephrine and asthma inhalers if so prescribed by the physician.
- Parents are responsible for informing the school of the child's allergies and providing the school with the appropriate medication.
- Parents must be aware of expiration dates and replace the medication as necessary.
- No other prescription or over-the-counter medications, vitamins, herbs, or alternative medications may be provided unless handed directed to a teacher, in a backpack or other container except as indicated above.
- Parents are required to notify LPÉ360° when new medications are starting at any time while under LPÉ360° care.

LPÉ360° has no way of caring or providing for children who are ill except to contact the parent or emergency contact and request they be picked up and taken home. For this reason, it is essential that the school have current parent/guardian contact information on file.

SPECIAL MEDICAL NEEDS: As a general policy LPÉ360° staff does not administer injections. The only exception may be a Nebulizer, Inhaled Medication and an EpiPen in case of extreme allergic reactions.

Parents are asked to clearly communicate fully with the teachers and administration about their child's allergies. If the child requires medication during preschool hours, a completed "Food Allergy Action Plan" must be on file in the office before commencing school.

Administering Nebulizer & Inhaled Medication

The following must be met prior to administering a Nebulizer and or Inhaled Medication to any children at LPÉ360°:

- LPÉ360° must be provided with written authorization from the minor'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.
- LPÉ360° staff will comply with specific written instructions from the child's physician to which all of the following shall apply and the instructions shall contain all of the following information:
 - Specific indications for administering the medication pursuant to the physician's prescription.
 - Potential side effects and expected response.
 - Dose-form and amount to be administered pursuant to the physician's prescription.
 - Action to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.
 - Instructions for proper storage of the medication.
 - The telephone number and address of the child's physician.
- The instructions shall be updated as often as needed or at time of new prescription.
- The licensee or staff person that administers 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.

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At the school's discretion, LPÉ360's may decide to administer Nebulizer/Inhaled Medications and Epi- Pens upon request and approval. The administrative staff is to be notified that a student is in need of an incidental medication service and the guidelines below are to be followed prior to medication being approved and administered.

For Nebulizer & Inhaled Medication

Upon approval, LPÉ360' shall be able to administer incidental medication. The parent or guardian will be notified of any emergency use pertaining to this incidental medication.

The documents listed below must be submitted to the administrative office:

- LIC 9166 form is to be filled out by the parent or guardian
- Written instructions and consent from the parent or guardian to administer inhaled medication
- Written specific instructions for administering the medication pursuant to the child's physician's prescription
- Highlight potential side effects and expected response.
- Confirm dose-form and amount to be administered pursuant to the physician's prescription.
- Provide written actions to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.
- Instructions in writing for proper storage of the medication.
- The telephone number and address of the child's physician.
- Nebulizers/Inhaled Medications will be delivered each day by the parent/guardian and in a properly stored medical supply container.

General instructions:

- Each time the medication is used it will be logged on a Medication Treatment Log for Nebulizer/Inhaled medications, which will include: times, dates, reactions (if any) & staff who administered medications.
- A parent will have access to and receive a copy of this form upon request.
- Should there be any emergencies, 911 will be called and the parent/guardian will be notified immediately, including CCL.
- The employees trained to administer medication will wear gloves at the time of any procedure as well as follow the Universal Precaution Instructions.

Epi-Pens

Upon approval, LPÉ360' shall be able to administer incidental medication. The parent or guardian will be notified of any emergency use pertaining to this incidental medication. The parent or guardian may receive a copy of their child's medication log upon request.

The documents listed below must be submitted to the administrative office.

- LIC 9221 form is to be filled out by the parent or guardian
- Written instructions from the child's physician

PARENT-STUDENT HANDBOOK

- Written instructions and consent from the parent or guardian to administer inhaled medication

Please follow the related or pertinent instructions as listed for EpiPen Jr. or the EpiPen use.

- Use in accordance with the direction and as prescribed by a physician.
- Keep ready for use at all times
- EpiPens are kept in a Medicine Cabinet in a first aid kit that is out of reach of children, but accessible to adult staff.
- Protect from exposure to light and extreme heat.
- Note the expiration date on the unit and replace the unit prior to that date.
- Replace any auto-injector if the solution is discolored or contains a precipitate.
- (Both the EpiPen Jr. and 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.)
- Call 911 and the child's parent/authorized representative immediately after administering the EpiPen Jr. or the EpiPen.
- Call CCL to communicate the incident.
- File a Lic 624 to report incident and keep in child's file.

Accidents

A child who is involved in an accident with minor bruises will be treated by responsible teachers and will evaluate the extent of the injury and contact the parent/guardian as necessary.

Parents are notified immediately in the event of a medical emergency (serious injury or sudden illness) that occurs during LPÉ360° operating hours. For this reason, you must notify LPÉ360° when there is a phone number change or change of emergency contacts which the school officials may use when you cannot be reached.

It is understood that enrollment at LPÉ360° confers upon the Preschool the obligation to select emergency care providers in the absence of the facility official's ability to reach the parents and that no liability would be attached to such a decision in the event that the parent cannot be reached.

Contagious Diseases

The most frequent and common diseases that need to be controlled are:

- Chicken pox,
- Rubella, mumps, measles,
- Conjunctivitis,
- Tuberculosis and
- Various strains of flu

If suspected, parents should promptly inform LPÉ360° at the earliest. The Preschool, in the general interest of its population, will take the necessary measures to avoid the propagation of a contagious disease.

PARENT-STUDENT HANDBOOK

Preschool personnel have the right to examine the children for extreme cases of coughs, flu, fevers and runny noses and to refuse admittance into their care until the child's obvious illnesses have cleared up. *Please keep your child at home if this is the case.*

Procedure for the Treatment of Lice

Teachers will check the child's hair if itching and scratching occur. If a child is found with lice or nits, the parents will be called at once to take the child home and properly treat him/her. Information for parents about the proper treatment will be provided by the Preschool upon request. The student will be readmitted to school after s/he has been treated according to the brochure from the California Department of Health Services, "A Parent's Guide to Head Lice," and the parents must notify the Preschool in writing that they have done so.

As additional precautionary measures and to eradicate a lice infestation at the Preschool, LPÉ360° will follow these procedures when one case of lice is discovered at school:

- Children with live lice will be sent home and parents are required to treat them and the household, as outlined in the brochure, "A Parent's Guide to Head Lice".
- Parents will be notified if nits were found on their child and will be asked to perform the same treatment outlined in the brochure; the lice comb needs to be used to remove nits.
- There will be administration and/or faculty and/or outside professional help present to check all children to see if there are any additional cases.
- Parents of the children will be notified that lice have been found in the class, even if it pertains to only one case.
- Children will be sent home with a lice brochure and a note that the parents must sign indicating that the child and other members of the household have been treated, as necessary, and the house has been cleaned according to the recommendations in the brochure, "A Parent's Guide to Head Lice."
- Parents are encouraged to wet comb their child's hair
- Children will be checked periodically until no more lice are found on any child.
- Systematically, upon returning from Preschool breaks, there will be a general check for lice on all children in Preschool.

If lice are found, the above procedure will apply.

CLEANLINESS AND DRESS CODE FOR STUDENTS

Parents/Guardians must ensure that their child's attire is clean, proper and not extravagant; and that their children know, understand and use proper hygiene including daily bathing and brushing their teeth.

The creation and maintenance of a dress code reinforces the concept that school is a place where there is a commitment to teaching and learning. A sense of respect is generated by appropriate attire and will enhance the school's ability to foster high standards and expectations for our students. The school acknowledges the student's desire to express themselves via their individual manner of dress but feels that it is necessary to impose regulations with regard to dress.

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Children who come to school dressed inappropriately may be asked to change. The following is the dress code for all students must adhere by. Enforcement is handled at the discretion of the administration.

Examples of *appropriate* attire include: long pants, capri pants; or shorts that fall below the midpoint of the thighs; skirts and dresses that do not expose undergarments during playing or bending; and short or long-sleeved shirts that are neat in appearance.

For safety purposes, open-toed shoes are not recommended. However, students are allowed to wear open-toed/open-back sandals, provided they are the “sling-back” type with a back strap around the ankle. Shoes with laces need to be tied at all times.

Examples of *inappropriate* attire include: oversized sports jerseys, “baggy” pants or other clothing, strapless or midriff tops for girls, tank tops for boys, swimsuits, extreme hairstyles, including colored hair; clothing that exposes undergarments, or any style that is felt by the faculty or administration to be distracting, extravagant or improper for school. LPÉ360° reserves the right to disapprove of clothing or hairstyles, based on the impression they make, notwithstanding the written dress code.

We recommend that children do not wear valuable jewelry. Hanging earrings are not allowed. Hats or caps are not to be worn in the classroom and caps are not to be worn backwards.

For pre-k children, clothes that will facilitate autonomy are desired, i.e., easily removable pants and shoes with a Velcro closure; elastic waistbands are preferred, as opposed to suspenders and belts. Shoes that promote security and self-assurance which cover the entire foot are required.

An extra set of clothing needs to be left at school in case the child’s clothing becomes soiled.

Sunscreen

Parents/Guardians are responsible for applying sunscreen to their children in the morning. Teachers and/or assistants will not be responsible for the application of sunscreen throughout the day. In order to best protect the children from the sun, the school recommends that parents apply a total sun block to your child in the morning before school, dress your child in long sleeves and have the child wear a hat. (Make sure the child’s name is on the inside of the hat.) It is recommended that children keep a sunscreen “stick” in school or backpack for easy application at recess time.

CONFIDENTIAL AND PROPRIETARY INFORMATION

The School is committed to protecting its confidential information and intellectual property. For the sake of everyone, Parents/Guardians and supporters must comply with all policies and/or procedures designed to protect the School’s confidential or proprietary information. In addition to these more formalized mechanisms, School constituents are expected to use common sense and good judgment when dealing with the School’s confidential or proprietary information. Depending upon its sensitivity, certain information should not be discussed in public areas (such as hallways, restaurants, elevators, or airplanes) where it might be overheard.

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In accepting to be a member of LPÉ360° community, you are placed in a position of trust in regard to information about all of LPÉ360° children and staff. Parents/Guardians and supporters must be constantly aware of the confidential nature of all information regarding the children.

Information concerning children or staff should not be released under any circumstances to any individual or agency without the approval of the Director or Owner.

Any breach of this confidentiality obligation shall result in fines and court actions

Agents from the California Social Services have the right to inspect facility, review children's file and interview children without prior notification.

CHILD ABUSE

All suspected or known instances of abuse to children must be reported to Child Protective Services immediately. Parents/Guardians and supporters should immediately report any cases of suspected child abuse to Child Protective Services and the Director and a report must be made.

As such, per Title 22, Division 12, 101212 all personnel are Mandated Reporters and must:

- Complete and retain a required reporting form 9108
- Report suspected child abuse incidents promptly to:
 - a. Director / Owner
 - b. Law Enforcement
 - c. Child abuse Hotline
 - d. Licensing Agency
 - e. CPS – California Pino Code – Section 11165.9
 - f. Example of (a)
- Complete new Mandated Reporter training course as of January 2018.
- Examples of child abuse that must be reported:
 - a. Physical Injury inflicted by another [PC § 11165.6]
 - b. Sexual abuse [PC § 11165.1]
 - c. Neglect [PC § 11165.2]
 - d. Willfully harming or injuring or endangering a child [PC § 11165.3]
 - e. Unusual corporal punishment or injury [PC 11165.4]
- Must notify licensing with required paperwork within 10 days of:
 - a. Director changes
 - b. Structural or physical changes – notify CCSS

PERSONAL PROPERTY

To assist in the safeguarding of personal property while at work, the School advises Parents/Guardians to exercise care when bringing valuables to School. The School cannot accept and will not responsibility and will not reimburse Parents/Guardians for the theft, loss or damage of personal items. unless the damage is the direct result of an accident caused by the school and is caused by the negligence of a staff. Accidents must be reported immediately in order for a manager to assess and verify resulting damage.

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Marking Personal Property

To prevent confusion and to facilitate locating misplaced objects, parents are asked to indicate the name of the child on sweaters and jackets, lunch boxes, plastic food containers, and other objects that are easily removable. The school is not responsible for lost articles. All found items will be placed in a Lost and Found bin and it is the responsibility of the parents and students to retrieve their possessions. In the pre-elementary school, if the child's name is not on the clothing, LPÉ360° reserves the right to write the child's name on the item with a permanent marker.

Personal Toys/Articles

For safety as well as for social reasons, personal toys and objects are not allowed in school unless specifically requested by the teacher (for projects, exhibits, "show & tell"). Toys are not to be brought to school and school personnel are not required to locate a child's lost toy.

Dangerous Objects

Sharp objects such as guns (including BB guns), razors, knives, glass bottles, metal or anything that can cause physical injury, intended or not, to oneself or to another, are strictly forbidden at school or on school premises. Should a student be found with an dangerous object on school ground, the student will be ask to leave immediately and a appropriate disciplinary actions will be imposed.

Jewelry and objects of value are strongly discouraged. The school will not be held responsible for objects lost, damaged, traded, or misplaced at school.

Pet Policy

For safety reasons, dogs and other pets are not permitted on the campus during regular school hours or at school events. Dogs may be walked on the sidewalk by the parking lots, but are not allowed on the playground or near the entry gates. Students must have prior permission to bring a pet to school or to the classroom.

Private Lessons

The school will not be used as a location for giving private lessons/tutorials. A child may not be tutored by his/her current teacher(s) on school premises.

Recess

The children are under constant supervision by the teachers on duty. Children must follow playground rules at all times. No personal playground toys are allowed, including electronic games or music and/or communication devices.

Release of Directory Information

Directory information includes: student's name, address, telephone listings, date and place of birth, dates of attendance, parents' emails, and names of schools previously attended.

Schools must provide parents with the opportunity to request that all directory information not be released without their consent. (See Enrollment Agreement).

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Schools are never permitted to furnish a list of student names and addresses to be used for commercial purposes nor shall they allow photographs for publication without parental consent.

School books, Supplies, and Materials

The school provides the textbooks and certain materials and supplies for daily use. A list of school supplies, specific to each milestone, is requested before the child begins school and every year thereafter.

Student Transportation

The school's transportation service, for field trips or otherwise, satisfies all safety codes for transporting students and requires to a regular maintenance schedule.

All school materials and sleep/rest mats are provided by the school. The teacher may request that you provide other personal objects for the exclusive use of the student. For rest/nap time of the child, parents are required to provide:

Sleeping bag (ideal size 52 x 20) – We recommend the all in one blanket/pillow by Rollee Pollee: www.rolleepollee.com.

Parents must provide a complete change of clothes, appropriate for the season, stored in a large Ziploc bag with the child's name clearly marked on the bag. Details on other items that parents need to provide are in the school supply lists issued during enrollment.

Bedding items are to be laundered weekly by the parents. Please refrain from providing large and bulky objects like sleeping bags, adult-size blankets, etc., as they pose a storage problem.

CODE of BEHAVIOR, RULES, DISCIPLINE and SANCTIONS

Behavior, Rules, Sanctions of Assertive Discipline

Discipline at school is an introduction to the discipline that is indispensable to life in society. It entails the establishment of rules, which are created as necessary, and are sometimes imposed as safety measures. All disciplinary models, like pedagogic models, are based upon the concept of the child and, through the child, of the adult that we wish him or her to become.

The following policy for disciplinary action will be enforced to all students and will provide some guidance to some General Student Rules.

The staff of LPÉ360° is committed to the belief that all students have the right to learn in a distraction-free environment and that no student has a right to distract the learning environment of any other student. Teachers also have a right to insist on a distraction-free environment in which to teach and that no student has a right to distract the learning environment in the classroom.

With this goal in mind, all staff will develop a set of expectations for student conduct and will make those expectations known to students and available to parents.

Discipline has to guarantee dignity for everyone, as well as protection against physical and moral threats. In the LPÉ360° community, the implications of words and actions are taken into great consideration.

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LPÉ360° expect that the adults will act as role models. Dialogue and cooperation will be taught. Norms of every day life will be elaborated in class. To assist the students in reaching the goal of self-discipline, they will be taught to help others, have the right to speech, the right to listen and to be listened to, to have confidence in themselves and to understand the reality of the consequences of the lack of discipline.

La Petite Étoile 360° utilizes the Pacific Path core value program (Vers le pacifique). The implementation of our bilingual program seeks to foster peaceful behavior through various methods, such as conflict resolution and peer-mediation. As such, LPÉ360° students are required to adhere to certain rules of conduct. Students:

- Will arrive to class prepared and ready to engage, play and learn.
- will bring the necessary supplies to class.
- will follow the school rules and general student rules.
- will allow others to work undisturbed.
- Must show safe and responsible behavior.
- Are not allowed to fight, throw dangerous objects, call names, push or threaten others.
- Are allowed to bring weapons to school.
- Are not allowed to deface the school or school property.
- Must show respect for individual as well as collective property.
- Must tell the truth, keep promises, and must not steal.
- Must be respectful of themselves, of their peers and of the adults and teachers.
- Must use appropriate language and must not use profanity on the school ground, in the classroom or anywhere on the campus.
- Are not allowed to leave the school grounds without permission during school hours.
- Must respect cultural, religious or socio-economic differences.
- Must treat others as they would like to be treated.

Other General rules:

- Gum chewing and/or sunflower seeds are not acceptable in the classroom or on the school grounds at any time students are involved in curricular or extracurricular activities.
- Students may only leave the school ground accompanied by a parent/guardian and only when parent/guardian sign them in and out.
- Students should be in their assigned play areas during recess and lunch time.
- Students are not allowed in the classroom at any time unless the teacher is present. (California Education Code).
- All students will be responsible for the protection and preservation of school property and for the goods of others.
- Fighting or “play-fighting” is prohibited and may result in suspension. •Profanity is strictly forbidden.

BULLYING POLICY

Under no circumstances is Bullying tolerated at La Petite Étoile 360° Preschool. Bullying is a form of harassment and violence and will be treated as such according to the school’s policies.

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The school's bullying policy includes the following:

Definition of Bullying

Definition of bullying intervention by Adults Disciplinary Actions

Bullying means exposing a person to abusive actions repeatedly over time. Being aware of children's teasing and acknowledging injured feelings are always important. Bullying becomes an issue when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.

Bullying is a form of violence. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or emotional (spreading rumors, manipulating social relationships, extorting, or intimidating). "Cyber bullying" on social networking sites or any site on the internet is prohibited.

What do bullies do? Bullying actions may be direct or indirect and may include any of the following:

Examples of direct bullying:

- Hitting, tripping, shoving, pinching, and excessive tickling
- Verbal threats, name calling, racial slurs, and insults
- Demanding money, property, or some service to be performed
- Stabbing, choking, burning, and shooting.
- Indirect bullying may be more difficult to detect and may include:
- Rejecting, excluding, or isolating target(s)
- Humiliating target(s) in front of friends
- Manipulating friends and relationships
- Sending hurtful or threatening e-mail or text messages or writing notes
- Blackmailing, terrorizing, or posing dangerous dares
- Developing a website devoted to taunting, ranking, or degrading a target and inviting others to join in posting humiliating notes or messages.

Intervention of the bully's actions

Teachers/administrators will:

1. Document the student's involvement of participation in the bullying.
2. Send a clear, strong message that bullying is not acceptable.
3. Report all cases of bullying to the School Director.
4. Offer support to the student who is bullied.
5. Work to ensure that students feel safe when reporting bullying incidents.
6. Provide all involved students in a particular incident the opportunity to give their version of the incident.
7. Bring the bully and victim together before a crisis arises.
8. Students will be warned that additional negative consequences will be administered if bullying behavior does not stop.

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9. The administration will follow up with the parents to provide continuity and strength in supporting the victim and disabling the bully.

Use of Technology and Cyber-bullying

Electronic devices such as computers, laptops, iPads, iPods, cellular phones anywhere on campus may be used for the sole purpose of school-related work and research. School computers are not to be used for personal purposes or for accessing social networking or media sites such as, but not limited to, Facebook, Instagram, Twitter, or any other such sites as periodically determined by the school from time to time. All online communication between students or referencing students will be treated as on-campus behavior and will be governed by the terms of the school's policies.

Whether at school or off campus, students need to be mindful of using appropriate language and manners in the use of the internet. Cyber bullying along with all other forms of bullying is strictly prohibited.

Cyber bullying includes the use of the internet, social networking sites (such as Facebook), instant messaging (IM), chats, email, blogs, mobile text messages and the like, for the purpose of supporting hostile behavior by an individual or group which is intended to harm others. Any type of communication that disrupts or prevents a positive educational environment will be considered bullying or cyber bullying. The same disciplinary action that applies to bullying or harassment also applies to cyber bullying.

For further information, please visit: <http://www.tolerance.org/>

DISCIPLINE:

Disciplinary Action and Measures

Teachers and administrators will follow the school's policy for implementation of discipline/sanctions as outlined in the School Discipline section of this Handbook.

Harassment Policy

LPÉ360° is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will be also subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. It includes but is not limited to, any or all of the following:

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Verbal Harassment: Derogatory comments and jokes or threatening words spoken to another person; denigrating remarks made to students publicly or privately.

Physical Harassment: Unwelcomed physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement. Physical contact may be made to prevent harm to the child.

Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures.

It is the responsibility of LPÉ360° to:

- Implement this policy through regular meetings with all administrators and staff ensuring that they understand this policy and its importance.
- Make all faculty, staff, students, and parents aware of this policy and the commitment of the school to its strict enforcement.
- remain watchful for conditions that create or may lead to a hostile or an offensive school environment, and
- Establish practices designed to create a school environment free from discrimination, intimidation, or harassment. **(See Bully Policy).**

It is the student's responsibility to:

- Conduct himself or herself in a manner which contributes to a positive school environment,
- Avoid any activity that may be considered discriminatory, intimidating, or harassing,
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the head of school, and
- To discontinue that conduct immediately, if informed that he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct.

HARASSMENT COMPLAINT FILING & INVESTIGATION PRECEDURES

The following procedures must be followed for filing and investigating a harassment claim:

1. The student or parent/guardian on behalf of the student (Student) may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to a teacher or staff member who will report it to the head of school.
2. The Student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations.

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4. Once the facts of the case have been gathered, the head of school will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate expulsion.
5. If the complaint is against a non-employee or a non-student, such as a parent, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

LPÉ360° AGGRESSIVE BEHAVIORS AND BITING POLICY

LPÉ360° wants to insure that every child is safe while in our care. For this reason, the LPÉ360° staff (the administration and teachers) takes aggressive behavior very seriously. (Please also see Aggressive Behavior).

It is recognized that children sometimes display and will occasionally be exposed to aggressive behavior. This may take the form of biting, hitting, pushing, or kicking. While intentional scratching, pushing, hitting and kicking can be quite natural responses to frustration in the younger child, children three years old or older are expected to have outgrown these behaviors.

The LPÉ360° staff will use a variety of techniques to limit and correct such behavior, however it is important for parents to understand that when children are in a group setting, the exposure to aggressive behavior is greater than it might be at home.

LPÉ360° is committed to addressing social and behavioral issues as soon as they arise, because we believe that early intervention is in the best interest of children, families and staff. When children exhibit aggressive behavior in the LPÉ360° pre-elementary school, the behavior will be treated as a serious disciplinary breach and addressed immediately.

The purpose of discipline in response to aggressive behavior is to help children learn acceptable behavior and develop inner controls. When re-directing or guiding a child's behavior, the age, intellectual development, emotional make-up, and past experiences will be considered and consistency will be maintained in setting rules and limits for children. Corporal punishment is not consistent with this objective and is strictly prohibited at LPÉ360°.

If a child exhibits behavior that poses a danger to him/herself and/or other students or staff, a parent or guardian will be required to pick up the child up from school immediately that day.

The following is a list of some techniques and forms of discipline that will be used to address aggressive behavior at LPÉ360°:

- Model appropriate behavior;
- Tell the child what he/she can do;
- Establish eye contact with the child when talking to him/her;
- provide the child choices whenever possible;
- Encourage the child to talk about the problem to help the staff to determine the cause of the incident and try to work out conflicts;

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- Re-direct a child to another activity;
- Physically hold a child until he/she can gain control of him/herself;
- Remove the child from the situation;
- Isolate the child from the group for no longer than a minute per year of age in a separate area which is supervised by a staff member.

All aggressive behaviors that are harmful to other children, teachers, or to the child him/herself will be written on an incident report completed by the teacher/director at the time and will be given to all parents involved. The parents of some or all of the involved children may also be called and informed of the incident.

If a child is not responding to the techniques and disciplinary methods indicated above, the teacher and/or school director will meet with the parents to share information and to develop an individualized action plan to support the child. This plan will be communicated to the administration and kept in the child's file.

Since the children are only in the preschool a few hours a day, parents are expected to support the individual action plan at home.

If an individualized action plan is developed, a follow-up meeting will be scheduled at some point determined by the teacher and/or school director. During the follow-up meeting, the teacher, the director and the parents will reflect on and reassess the plan and determine what, if any, future measures shall be taken to support the child. A report of the meeting as well as the new measures taken will be sent to the parents and kept in the child's file. The LPÉ360° Administration may request that the parents consult with the school psychologist or an outside licensed professional. If a psychologist is consulted, a report by the child psychologist will be requested.

LPÉ360° cannot permit unacceptable and/or repeated aggressive behavior. If this occurs the child may be prohibited from returning to LPÉ360° for a period of up to three days as determined by the LPÉ360° Owner and the director.

Following attempts by the LPÉ360° staff to address aggressive behaviors, LPÉ360° Owner and director may determine that LPÉ360° is unable to meet the needs of the child. If this occurs the parents or guardians may be asked to find an alternate placement for the child outside of LPÉ360°. Parents need to sign a form indicating they have read and acknowledge the above policy.

PRESCHOOL GUIDELINES

- In the event that children in preschool cannot integrate into the daily classroom routines on a social, academic, or emotional level, the following procedures will take place:
- The teacher and/or the pre-elementary school director will meet with the parents to try to resolve the situation.
- If the agreed upon solution does not solve the situation with adequate results (as determined by the teacher), the Owner will meet with the parents to determine the appropriate course of action.

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If the School determines that harassment has occurred, the School will discipline the offender or offenders. The appropriate discipline depends on the particular facts, but may include written or oral warnings, probation, reassignment of responsibilities, suspension and/or immediate termination. If the harassing conduct is the act of a non-employee, the School will take appropriate corrective action.

No physical punishment or verbal abuse of students is ever permitted at the School.

The State of California heavily regulates schools with respect to corporal punishment, including:

Section 101223, California General Licensing Requirements for Community Care Facilities caring for children:

- Clients must be free from corporal punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, mental abuse, threat or other actions of a punitive nature, including but not limited to, interference with daily living functions, including eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.

Section 88036, California Licensing Requirements for Community Care Facilities caring for children:

- Children must not be subjected to physical or unusual punishment, humiliation, mental abuse, or punitive interference with the daily functions of living, such as eating, sleeping or toileting.
- Schoolwork is never used as a punishment. The School believes it important for students to develop and maintain a positive attitude towards schoolwork.

The School's general discipline policy for students, includes:

- First offense: Teacher addresses with student directly;
- 2nd time: Student is sent to the Director's office, parents may be called.
- 3rd time: Student may face suspension.
- 4th time: Student may face expulsion from School.

The Director's/Owner's may at any time decide to circumvent certain steps or move immediately to any particular discipline, up to and including expulsion of a Student at the Director's/owner's discretion.

Teachers must report to the School's Director any unusual occurrences that take place with respect to a student during the day. By way of example only, the School's Director should be made aware of any of the following:

- The child is in fight or physical altercation with another child.
- A teacher reprimands the child and he/she cries

In addition to reporting to the School's Director, the teacher should communicate with the parent about the incident prior to leaving the school for the day.

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SMOKING: TOBACCO USE IS PROHIBITED

Please review the: California Department of Education (CDE) Health and Safety Code (HSC)

<https://www.cde.ca.gov/ls/he/at/tobfreelaws.asp>

LPÉ360° strictly maintains a non-smoking workplace. Federal legislation and regulations prohibit smoking within 4 meters of school entrance, educational centers and within school grounds. California Education Code (EC) Section 48901 of the code prohibits the use and possession of all tobacco products on school premises. Smoking is NOT permitted on the premises. Cigarettes must be extinguished in the proper receptacles. This policy applies to all patrons, including, but not limited to employees and visitors.

Additional information on tobacco use on school ground may be found here:

Tobacco Act 1987:

Education and Training Reform Act 2006

Education and Training Reform Regulations 2007

<https://www2.health.vic.gov.au/public-health/tobacco-reform>

DRUG AND ALCOHOL POLICY

School strictly prohibits the sale, purchase, use, consumption, possession or being under the influence of alcohol, illegal drugs, or any other controlled drug in any manner during work hours, while on the job, while conducting or performing School business regardless of location, on School property, or in School vehicles.

School may occasionally provide alcohol, or alcohol may be purchased by employees, for consumption at certain School sponsored events, such as social functions with permission of School Owner. The consumption of alcohol in such instances does not violate this Policy, but the employee is expected to demonstrate good judgment and refrain from inappropriate alcohol use. The School will not be held liable for Parents/Guardians, Supporters, Employees or other affiliates' inappropriate behavior while under the influence of drugs or alcohol.

EMERGENCY PREPAREDNESS

La Petite Étoile 360° Preschool has established a comprehensive emergency response plan designed to respond to anticipated emergency situations that might arise, whether natural events or man-made. All administrators are assigned an emergency response protocol, and assume those duties when the Owner, Director and/or other Emergency Response team initiate the Plan. Each staff member will be trained accordingly and will be familiar with the actions needed to respond in an emergency. We ask that everyone participate and cooperate accordingly to ensure the effectiveness of our emergency plan.

Emergency Response Plan

The following radio/television stations will be contacted to broadcast information regarding emergency status at La Petite Étoile 360° Preschool: PENDING APPROVAL:

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KOGO 600 AM KNSD-7 NBC KFMB 760 AM KFMB-8 CBS KGTV-10 ABC

Emergency Protocol and Policy

In the event of an emergency, the highest person on the chain of command list will follow protocol and announce implementation of one of the standard emergency actions:

- FOLLOW EMERGENCY RESPONSE PERSONNEL GUIDANCE
- DROP, COVER AND HOLD;
- LEAVE BUILDINGS;
- SHELTER INDOORS; CENTRAL SHELTER;
- SECURE SITE; LOCKDOWN;
- ASSEMBLE/TAKE ROLL; or
- EVACUATE CAMPUS

The senior administrator then reviews and oversees the setup of the Incident Command Center (ICC) and ensures that all key positions in the crisis response team are filled.

All staff on campus respond in the event of an emergency, regardless of whether or not they are on duty. All staff report to their regular assignments/supervision areas. Parents and visitors on campus report to the guest check-in area for attendance.

While it is hoped that these emergency procedures are never needed, it must be recognized that if they are put into effect many variables may come into play. While the procedures try to anticipate these variables, flexibility and the ability to listen and follow directions are of critical importance.

Release of Students

1. The Administrator in charge will determine when it is safe to release students, in consultation with community officials.
2. Students will only be released to their parents or other individuals designated on the student's emergency information card.
3. When a student's parent or other authorized individual arrives on campus, they will be directed to the designated reception and release area.
4. Students will first sign out with their teachers and with the staff on duty in the checkout area.
5. Staff on duty in the checkout area will record the time the student checked out, and the name of the individual taking custody of the student.

Emergency Medical Treatment

In case emergency medical treatment is required, students will be taken to the closest medical facility, which is Scripps Hospital in Hillcrest or.

Exoneration from Physical Activities

Physical activities are an integral part of the curriculum and absolutely necessary for the development of the child. Therefore, all requests for total exoneration from these activities must be accompanied by a medical certificate.

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STUDENT RECORDS

The administration shall insure that both the integrity and the privacy of the required school records is upheld. These records should be retained permanently at the school site or designated location for the school.

Each student's record must include the minimum permanent personal data necessary for operation of the educational system:

- Directory information
- Academic work completed
- Enrollment and attendance data,
- Standardized Test Results, if any and
- Permanent health records.

Emergency Care Information

The school shall have a readily accessible file containing emergency care information for each student. Emergency care information shall be available to extended Care Service personnel.

Access to Student Records

Parents of currently enrolled or former pupils have an absolute right to access any and all student records related to their children which are maintained by school districts or private schools. The editing or withholding of any such records, except as provided for in this chapter, is prohibited. (E.C. 49069) Via the Parent-Student Handbook, the school shall inform parents of their right of access to their child's records and of the individual school's procedures for review of student records.

The school has 45 days to comply with requests to inspect student records, but should make every reasonable effort to comply with dispatch.

School professionals and certified personnel shall have access to student records for legitimate educational interests only. The student records may not leave the grounds and prudence must be exercised that the Family Educational Rights and Privacy Act of 1974 is not violated.

Designated clerical staff shall have access to student records for purposes of making entries or maintaining records, under supervision of the head of school.

Procedures for Challenging the Content of the Record

Challenges to the content of the record are concerned with the correction of data in the student record, not with substantive decisions on academic grades. These challenges are to be settled through the school's proceedings.

The parent of a student may file a written request to the head of school or amend any information in the child's permanent records which he/she alleges to be:

- Inaccurate,
- An unsubstantiated personal conclusion or inference,
- A conclusion or inference outside the observer's area of competence or not based on

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- personal observation.

If the request is denied, the parents shall be given an opportunity to present evidence

relevant to the issue raised. This should be in a meeting with the head of school or designated school official. After the meeting with the head of school or designated school official is concluded, the parents shall be informed in writing concerning the conclusion reached.

If the decision is not to amend according to parental request, the parents shall be informed of their right to place in the student's records a parental reason for disagreeing with the decision.

If the contested portion of the record is released, the parental comment must also be released.

Release of Student Record Information to Schools

Student records shall be released as soon as possible to requesting schools. (See Student Departure and Early Withdrawal.)

Requests for Student Records

LPÉ360° reserves the right to charge administrative fees for special processing requests of student records. These include (but are not limited to) the following:

- Supplemental records,
- Lost report or progress report cards,
- Special test-requirement requests, and
- Archived records

A schedule of such fees is available upon request.

NON-SCHOOL-RELATED ACTIVITIES

Currently, LPÉ360° does not have designated parking assignment. Parents/guardians are responsible for finding street parking and carefully enter the building.

Anyone parked illegally (for example, in a disabled space without proper credentials, in an authorized space without appropriate permit, or in any general space without proper parking authority or parking a permit) may be towed at the vehicle's owner/driver's expense. After a vehicle is towed, it is the owner's responsibility to retrieve it at their expense.

The school is not responsible for any claim of loss, theft, damage to vehicles and their contents while parked or injury to passengers while proceeding to the Preschool grounds. Safe driving and riding habits should always be observed.

Adherence to these rules is imperative to make the parking policy work for all.

CAUTION – WE URGE ALL PARENTS/GUARDIANS:

- BE CONSCIOUS AND ALERT OF YOUR SURROUNDING AT ALL TIME.

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- Drive slowly and watch carefully for all pedestrians, especially children.
- There are children walking, running, crossing and moving around and near the school
- Children can become easily distracted and may forget to look out for cars.
- The speed limit is 5 mph near the school.
- DO NOT LEAVE CHILDREN UNATTENDED IN THE CAR.
- DO NOT LEAVE YOUR CAR UNLOCKED.
- DO NOT LEAVE ANY VALUABLES IN YOUR CAR.
- DO NOT LEAVE KEYS IN YOUR CAR.

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NOTES/RECOMMENDATIONS

PARENT-STUDENT HANDBOOK Continues...

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PARENT RECEIPT AND ACKNOWLEDGEMENT OF LPÉ360° PARENT HANDBOOK

PLEASE READ THE LPÉ360° PARENT HANDBOOK THOROUGHLY, FILL OUT AND RETURN THIS PORTION TO US WITHIN ONE WEEK OF RECEIPT.

Parent Name: _____

(Please Print)

Parent Name: _____

(Please Print)

This will acknowledge that I have been given a copy of School's Parent Handbook; which summarizes the School's personnel guidelines. I understand that it is my continuing responsibility to read and know its contents. I also acknowledge that I have read and understood the contents of this Handbook. I understand that the statements contained in this Handbook are not intended to create any contractual or other legal obligations and do not alter the at-will status of my employment with School. I also understand that the School may modify or rescind any policies, benefits, or practices described in the Employee Handbook or Personnel Policy Manual at any time without prior notice to me.

Student Name: _____

Parent/Guardian I Signature: _____

Parent/Guardian II Signature: _____

Date: _____

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INCIDENTAL MEDICAL SERVICES

PLAN OF OPERATION ACKNOWLEDGEMENT

Please sign below indicating that you have read, fully understand and agree with the terms of the Incidental Medical Services section of the Parent handbook.

Student Name: _____

Parent/Guardian I Signature: _____

Parent/Guardian II Signature: _____

Date: _____

PARENT-STUDENT HANDBOOK ENDS...

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