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PARENT MANUAL

MISSION STATEMENT

Shining a light so everyone can dance

PHILOSOPHY

Del Sol School is a private school that believes in meeting the academic and developmental needs of students by providing a stimulating and joyful learning environment. The Del Sol educational environment values each student's individuality, intelligence, and creativity. Children are taught and encouraged to be independent, responsible for their own behavior, respectful of others and to explore the world around them. Del Sol School uses a research-based child directed program that develops active learners and creative problem solvers who are eager to apply their knowledge to real life experiences.

“Let your light shine. Shine within you so that it can shine on someone else. Let your light shine.” ~ Oprah Winfrey

CORE VALUES

We believe that children learn best and develop positive self -esteem when

- their environment is intellectually stimulating
- they are allowed to experience making mistakes and mastering difficult tasks
- behavioral expectations are clearly defined and consistently reinforced
- their physical, social, and emotional needs are met
- the curriculum is experiential and appropriately challenging for students abilities, interests, and learning styles
- they are able to participate in decision-making related to their learning
- they take responsibility for their behavior
- they have respect for themselves and others
- the adults in the environment are enthusiastic learners and model positive interpersonal relationships
- parents and teachers work together for the benefit of the students

As an independent school we need and expect the cooperation of parents, who must understand and embrace the school's mission, share its core values, and fully support its curriculum, and staff. Working together, parents and school professionals exert a strong influence on children to become better educated ; they also help them to mature by modeling adult working relationships based upon civility, and respect.

PARENTS/FAULTY AND ADMINISTRATION

Parents play an essential and positive role in Del Sol School. The relationship between parents and the faculty and administration is formally governed by the schools written enrollment contract and handbook, in which its procedures are spelled out. When parents choose to enroll their child in Del Sol School, they agree to subscribe to its mission, follow its rules and abide by its decisions. We encourage parents to stay informed about their child and important events in the life of the school. Thoughtful questions and suggestions are welcomed. Parents can best support us by communicating concerns openly and constructively to the teacher or administrator closest to the problem.

While parents may not agree with every decision made by the school, the parent and school will find, in most cases, enough common ground to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe that the parent cannot remain a constructive member of the community. In such cases, both the parent and the school should consider whether another school would be a better match for the family.

DAILY SCHEDULE

All students are expected to arrive on time each day and to attend school for the entire day.

Preschool [half day] 9:00am -12:30pm

Preschool [full day] 9:00am- 3:00pm

School Age full day 9:00-3:00

Del Sol School is a closed campus. All visitors, including parents, must enter at the front office and sign in. Parent volunteers/visitors are identified on campus by wearing a guest badge given to them at sign in. Please sign out in the office when leaving campus.

Children are welcomed onto the preschool playground beginning at 8:45am. Students arriving before 8:45am must be signed in at the extended day rate. To be in compliance with social services regulations, preschoolers who are signed into extended day need to be signed in at two separate locations: [1] on the extended day sheet, and [2] on the individual classroom sign-in sheet.

Parents are kindly requested to leave their preschool children after signing them in; parents are not permitted on the playground with their children. For security and safety purposes only children enrolled at Del Sol School will be allowed on the playground. Parents who choose to remain with their students before school begins may wait outside the gate until 8:55am, at which time they may walk their child to class.

PRESCHOOL DISMISSAL

By State law, all preschool students must be signed out from school at the end of the day. Parents will drive into the parking lot and form a line of cars at the curved curb. Staff will bring the children out to the car with the sign out sheet, which parents can then sign. If a student must leave school earlier than the normal dismissal time the office will call the students and they will be signed out from the front office.

DOCTOR'S APPOINTMENTS

When a student needs to be dismissed early for a doctor's appointment or similar reason, the parent or designated adult must first sign the student out in the front office. The office staff will then call the classroom and the student will be taken to the office for dismissal. In order for the student to be properly supervised, students will not be taken to the office until the authorized adult has checked in with the front office. This policy is in effect to protect our students and to comply with legal requirements.

Upon returning to school from a doctor's appointment or similar reason, the parent or designated adult must sign in the student in the front office.

STUDENT ILLNESS PROCEDURES

Knowing when to keep your child home from school due to illness can be confusing. The following recommendations are based on the American Academy of Pediatrics 2000.

A CHILD SHOULD NOT ATTEND SCHOOL IF HE/SHE:

- Has a temperature of 100 degrees or more
- Has a communicable disease
- Has discharge of the eyes or ears, diarrhea, vomiting, persistent cough or rash
- Rash with fever or behavior change, until the physician has determined that the illness is not communicable.
- Mouth sores associated with drooling, unless the physician states that the child is noninfectious
- Has not waited the required number of days following diagnosis and treatment of specific conditions
- Is unable to participate in usual planned daily activities of the class
- Requires more care than what the staff can provide without compromising the health and safety of the other children.

A CHILD MAY RETURN WHEN

- Fever has been absent for 24 hours
- Nausea, vomiting or diarrhea has been absent for 24 hours
- Stage of contagion has passed for communicable disease
- Child has waited the required number of days following diagnosis and treatment

SOME OF THE MOST COMMON CONDITIONS ARE:

Chicken Pox - may return on the 5th day after rash appears if lesions are crusted over

Strep Throat – may return 24 hours after the first dose of antibiotics if no fever for 24 hours

Bacterial Respiratory Conditions – may return 24 hours after first dose of antibiotics

Conjunctivitis – (pink eye)

Bacterial – may return 24 hours after treatment if no discharge is present

Viral – may return with no further discharge

Allergic – requires physician diagnosis, no exclusion necessary

Impetigo – requires a physician diagnosis; may return 24 hours after treatment started; lesions must be dry or covered

Scabies – may return after treatment

Head Lice – may return when hair is nit free; must be checked at the office before returning to class

GENERAL SCHOOL POLICIES

Del Sol School faculty care a great deal about the success of their students. They make every effort to work with students personally to support their needs. It is critical that students and parents support the school program by [1] encouraging good work habits [2] allowing students to take responsibility for their own behavior and work [3] supporting participation in academic and social events and [4] ensuring that students attend school regularly and arrive on time.

ATTENDANCE

Del Sol School emphasizes good learning habits in students from an early age to teach them to value education and the time that they spend at school. Part of this process involves arriving at school on time and taking time off from school for essential reasons only. We request that a parent notify the school office by 7 am if a student is ill or unable to attend class.

CHANGE OF ADDRESS OR PHONE NUMBER

If you move, change your address, change or add a telephone number, if you change your business address or telephone number please notify the school office.

NON-DISCRIMINATION POLICY

Del Sol School admits students of any race, color, religion, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to student at the school. It does not discriminate on the basis of gender, race, color, religion, creed, sexual orientation, age, national and ethnic origin, or physical challenge, in the administration of its policies

PARTIES

We will be happy to help your child host a special day party during the regular school day. Just let the staff know in advance. Students may not issue invitations or bring gifts to school for private parties. Please consider the feelings of all the children in the class when making your

guest list as exclusion of one or two children can be devastating to those not included. In making arrangements to transport children from school to a party, please be sensitive to other children seeing a whole group of children leaving in a group for a party to which they are not invited.

TOYS

Students may bring toys from home to share anytime they want, however, staff cannot be responsible for them. If there is a special toy your child wants to show others, please talk to the staff about what day would be best and make sure the staff knows when it arrives. Then we will make a special time for your child to share and ensure that the toy is handled properly and cared for.

DRESS GUIDELINES

Clothing should be comfortable and allow students to participate in our exploratory program. Socks must be worn with shoes. Open toed shoes and “jellies” are not safe for playground activities and are not permitted.

PHOTOGRAPH RELEASE

During the course of your child’s education at Del Sol School, opportunities may arise to capture a very special moment on camera or video. Some of our students have created special pieces of art that are appropriate to share or display outside the classroom. There may also be occasions when the media arrives on our campus to cover an activity or event during which our students may be photographed and /or quoted. To facilitate the use of these opportunities, we ask each parent to initial the release section on the emergency information form for every child attending Del Sol School. This authorizes Del Sol School and/or the media to use, for example, a photo of one of our students in any communication.

DEL SOL SCHOOL CODE

I respect myself and the children and the adults around me. I am a good friend at school and at home. When I am angry or afraid, I use my words to communicate. I take good care of my books, materials, and games with which I work and play. I am responsible for my behavior.

Students are expected to follow appropriate behavioral guidelines:

- Take responsibility for one’s own actions.
- Treat each other and adults with courtesy and respect.
- Never engage in teasing or harassment of any kind.
- Respect the rights of others including faculty, administration, staff, and fellow students.
- Respect school property and the property of others.
- Work hard to do one’s best academically.
- Have a positive attitude.
- Arrive at school on time and prepared.
- Be honest in all matters.
- Use a constructive, problem-solving approach when handling disagreements with peers.

DISRUPTIVE BEHAVIOR

Age appropriate behavior is the expectation of every student attending Del Sol School. The aim of the school's discipline policy is to provide secure boundaries, guidance and many opportunities for a child to develop self-discipline within an environment that is safe, enjoyable, encouraging, and stimulating. Continually disruptive behavior may result in a student's referral for an individualized behavior plan to support their development of skills that will decrease their challenging behaviors.

DISCIPLINE

Del Sol School program is designed based on research to support each child's development of age appropriate skills in an educational setting. The program is designed to prevent children from exhibiting challenging behaviors and to teach them appropriate communication skills to resolve behavioral challenges. When a child demonstrates mild challenging behaviors they are taught to take a break, talk about the challenge and agree on a solution. They are encouraged to talk directly to their peers and to listen when their peers talk to them. These interactions are encouraged throughout the program schedule as learning to resolve challenges is a foundation skill for children.

When a child begins to consistently display a challenging behavior and has difficulty replacing that behavior with an appropriate communication response then an individualized program is developed to facilitate that child learning specific skills. The focus of all discipline is to teach children age appropriate behaviors that will eliminate their challenging behaviors. This is done by using age appropriate interventions to teach the child to remain calm and communicate their needs. Any time a child demonstrates behaviors that are a danger to themselves or others a consequence may be implemented to prevent the child from hurting themselves and others. This may involve a break in a quiet area or room to give the child a chance to regain control and return to the program. Parents will also be involved in discipline procedures to support the child's development of age appropriate skills across all settings.

HARASSMENT POLICY

Del Sol School is committed to the ideal of a collegial environment in which all individuals are treated with respect and dignity. Our employees and students have the right to work in an atmosphere that promotes equal opportunity and prohibits discriminatory practices, including sexual harassment and harassment because of race, religious, creed, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local laws, ordinances, or regulations.

Del Sol School supports a safe, healthful, and respectful environment for administration, faculty, staff, students, and parents. We do not condone any form of deliberate or repeated behavior-verbal, non-verbal, electronic, or physical – which has either as its purpose, or effect, the creation of a hostile or intimidating environment. Such conduct among either adults or students will, if judged as intentional, be viewed as a serious breach of the schools philosophy and standards.

WEAPONS/DANGEROUS SUBSTANCES

Firearms firework, knives, slingshots, toy or replica weapons, matches, lighters, Or any potentially dangerous weapon, item or substance are forbidden to be in the possession of, or used by, any Del Sol School student while on campus or at any school sponsored event.

AUGUST PACKET

In early August the school mails to each family a packet containing all of the forms required to complete each students file prior to the start of school.

CONFERENCE

Open communication between parents, faculty, and staff is vital to the success of each student. If at any stage you have concerns about any aspect of your student's life at school, you should raise them with his/ her class teacher at the earliest opportunity. Early intervention by parents and the school provides the best opportunity for the resolution of difficulties.

Please also let your student's teacher know of any family matter that may have any impact on his/ her learning and general development. Similarly, please inform the school if your child is receiving tutoring or psychological learning and assessments outside of the school. This will enable the school and home to continue to work effectively together for your child's learning and development.

Del Sol School encourages including positive feedback as well as concerns, within the guidelines of common courtesy. While the faculty is consistently with each and every student, they are available for conference by appointment only. The time just prior to the beginning and end of class are not appropriate for conferences as the faculty has assigned duties at this time. To schedule an appointment, please leave a message at school and the faculty member will return your call or email.

Formal teacher conferences are scheduled twice yearly. We plan carefully for these conferences and appreciate your cooperation in making every effort to be on time. We make every effort to have sibling conferences scheduled consecutively.

TRAFFIC/ PARKING

We must all obey the laws of road, especially through our community, for the safety of our students and other children in the neighborhood. Be polite and considerate of our neighbors. Remember this is their home and our carpools, morning and afternoon; cause some disruption to the normal traffic flow. Please remember the parking lot has one entrance and one exit. Do not ever enter at the exit. Do not leave your vehicle parked along the red curbs. Please find a parking space. Observe all speed limits in the neighborhood at all times. Do not block driveways at any time. Observe all of the posted stop signs. Do not make U- turns in the middle of a street. Do not use neighbors' driveways to turn around. Please respond to the directions of faculty / staff with respect and consideration. Do not pass a school bus with flashing lights, loading or unloading children. The city has contracted for street sweeping and has posted signs stating "no parking" "from 8:00am to 12:00 noon in the neighborhood on Monday.

SCHOOL HOLIDAYS

Please refer to the complete school calendar for your scheduling needs. Using the Friday flyer, the school will notify families of any date changes that may occur. In compliance with the school's general attendance policies, please schedule your vacation and travel plans in accordance with the school calendar. No extended day will be provided on school holidays.

CAMPUS SECURITY

Del Sol School is a closed campus. All visitors including parents must enter at the front office and sign in. Visitors are identified on campus by wearing a guest badge given to them at sign in. Please sign out the in the office when leaving campus.