

Through the sponsorship of the
Carmelite Sisters of the Most Sacred Heart of Los Angeles



Our Mission Statement...

Educating for *Life* with the Mind and Heart of Christ

- To promote a Catholic education for young children, ages two through kindergarten
- To assist students, families, and staff members in developing a deeper spiritual life through “friendship with Jesus, animated by the “Little Way” of Saint Therese (Little Flower Missionary House)
- To assist families in providing learning experiences in foundational life skills that will prepare the children for *Life*.

Sponsorship/ History

The Religious Community of the Carmelite Sisters of the Most Sacred Heart of Los Angeles was founded by Mother Maria Luisa Josefa of the Most Blessed Sacrament, affectionately known as Mother Luisita. On July 1, 2000, our Holy Father, Pope John Paul II promulgated that Mother Luisita be called Venerable, which means that it has been proven that Mother Luisita practiced her virtues to a heroic degree. She is now a candidate for beatification. The Institute of The Carmelite Sisters of the Most Sacred Heart of Los Angeles holds firmly to the traditions of our Mother Foundress and to the Magisterium of the Church.

Venerable Mother Luisita always had a special place in her heart for the care of young children. In the early nineteenth century she cared for poor orphaned children in Mexico and gave support to families in their task of preserving and passing on the faith to their children. This charism has been given to us, who continue to serve the Church faithfully as she did. Our primary focus is our prayer life which flows into service to the Church through the following apostolates: Education, Child Care, Health Care, and Retreat Work.

The Carmelite Sisters of the Most Sacred Heart of Los Angeles have sponsored early childhood education centers in Los Angeles County since the late 1950’s. Little Flower Missionary House, which had begun as a home for orphan girls transitioned into a children’s center in the later 1950’s. Hayden Child Care Center opened in 1967 to provide care for children of the staff at Santa Teresita and for families of the surrounding communities, and Mount Carmel in the Desert Child Care Center was opened in December of 2001 and serves families in the Antelope Valley. Since the doors of these child care centers opened many families have witnessed countless lessons and spiritual growth in the young children who have attended our schools.

PHILOSOPHY

"As Christians, we are confident of ultimate success, trusting in Jesus Christ, who is the inspiration, the content, and the goal of Christian education."

(N.C.C.B., To Teach As Jesus Did ...Pastoral message on Catholic Education.)

Young children develop to their fullest - physically, emotionally, socially, intellectually and spiritually - in an atmosphere of love and trust in God, family and neighbor. Our Centers provide this environment as the context in which to introduce young children to readiness skills for learning, as well as stimulating and challenging experiences. Students are guided in developing such basic values as expressing their feelings verbally rather than physically; by exercising patience in taking turns with others, by listening and following instructions, as well as being friendly, helpful and respectful.

Our programs prepare our students by giving them a firm educational foundation in all areas of the academic curriculum. By supporting parents as the primary educators of their children, we work closely with the home to assist the indispensable work of forming citizens of the Kingdom of God.

PHILOSOPHY OF DISCIPLINE

The discipline goal of each center is to help children achieve internal control. Discipline is integrated into the program. Providing an appropriate developmental program that meets children's needs is the first and primary step in helping them develop self-control. Developing a plan for each child within this responsive environment is an ongoing process as children improve their social skills. Young children progress developmentally in all areas of growth including the area of self-discipline and moral character. Very young children have limited ability to consider the abstract needs of other people, so discipline techniques must focus on concrete experiences and explanations for limits on behavior. Learning limits on behavior is akin to learning in all other areas in an important way: it requires many trials before success can be expected. Using much patience and encouragement, the teacher will utilize the St. John Bosco Method of Positive Reinforcement. In this method, consistency is vital, for children will become familiar with what is expected of them in regards to rules, schedules, etc. They will begin to take responsibility for their behavior when they learn about consequences, good or bad. This method will always maintain the respect for the integrity of the child, for they will know that they are loved in spite of their unacceptable behavior and that they are recognized for good behavior. Corporal punishment is prohibited.

It is of paramount importance that the home and the Center use a similar form of discipline consistently; otherwise the child will become confused with conflicting methods. Therefore, we recommend that both the home and the Center maintain effective communication and join with mutual effort towards the best interest of the child.

STAFFING

All teachers are specialists in the field of Early Childhood Education and Kindergarten and they are carefully selected to teach young children with a loving, respectful, and positive approach.

At a time when more demands are being made on young children to meet the expectations of our highly pressured society, our staff offers a peaceful and non-threatening environment where children can be themselves and desire to learn.

The number of children enrolled, as well as their ages, will determine staffing. Appropriate teacher/child ratio is maintained to meet or exceed state guidelines formulated by the Department of Social Services.

ADMISSION POLICIES

Boys and girls ages 2 years through 6 years may be accepted into our program regardless of Religion, race, color or national origin. It is necessary that the child have the maturity to adjust to our program within a reasonable length of time. Our Center reserves the right to discontinue the enrollment of a child due to a special need that our staff cannot meet. This also applies to any family that might refuse to comply with the policies and procedures of our Center. We are committed in maintaining a program for the best interest of all students and their families.

- Little Flower Missionary House -
 - Potty training is available
 - Kindergarteners must be five years of age on or before December 1st, in the year of enrollment

CURRICULUM

Pre-school and Pre-kindergarten:

Our Center offers a learning readiness program in a self-paced setting. They learn all they need to be successful students in kindergarten and beyond. The integrated curriculum includes:

Religious Readiness/ “Jesus Time”

Each day the children participate in “Jesus Time.” During these lessons the children become familiar with scripture, lives of the saints, and doctrinal truths through stories, pictures, songs, dance, role-play, puppets, videos, and interaction with others.

Religious experiences continue throughout the day at each Center. Children will be introduced to the existence of their Creator and the Beauty of Life in the simplest ways. They will develop a simple relationship with Jesus. They will learn that Jesus is their friend and that He will help them and take care of them. They will learn that they can talk to Him anytime and any place, and He will hear their prayers.

Language and Literacy- a variety of children's literature to promote a love of reading. Our daily activities develop reading and writing skills and introduce important literacy concepts. The children are introduced to letters as well as phonics and sight word recognition.

Math Skills – an introduction to the world of numbers, including sorting, grouping, counting, and number recognition, as well as foundation in geometric figures.

Social/Emotional Skills - activities that encourage your child to talk, listen, share, take turns, cooperate, and develop good manners as he/she interacts with friends. The children learn the

value of giving and receiving feedback, of forgiving, and are given opportunities to develop strong communication skills. Positive reinforcement helps children realize the importance of being a team player and refines skills needed to flourish in a social environment. United with an attitude of faith the children learn that each person is special because God made them and this encourages them see the need to respect themselves and others.

Creativity and Imagination - dramatic play, music and art activities give every child the opportunity to showcase their abundant creativity. We encourage all children to express their ideas in order to help build confidence, independence and imagination.

Physical Development – lessons that help the children develop large motor skills-running, jumping, throwing and kicking-and practice fine motor skills, such as writing, drawing, cutting and other activities.

Science/Social Studies- many opportunities are provided for the children to learn about the exciting world we live in and its wonder. These are introduced through lessons on community helpers, cooking experiences, water and sand play, hands-on-activities that encourage health curiosity and much more.

Computers - the use of computers as a useful tool to enhance reading and math readiness.

Play!

Play is a vehicle through which the very young child learns and develops. Play is their work! Therefore, the children may not have a work paper or art paper to take home each day. The students' learning experiences take priority over finished products.

Kindergarten:

Through a well-developed curriculum, which is based on the Standards and Benchmarks of the Archdiocese of Los Angeles Catholic Schools, the kindergarteners receive the instructions necessary to meet and exceed first grade readiness. Our Kindergarten program provides a more structured setting, at this age their listening skills should be more developed. Religion class is more formal and the kindergarteners learn several memorized prayers and engage in discussions about the truths of the Catholic faith in simple terms. In addition to the curriculum areas listed above, our kindergarteners focus more formal studies in:

- Phonics (letter sounds)
- Foundational Math Skills
- Social Studies
- Art
- Literature-listening comprehension
- Science
- Music
- Current Events

OPERATION PROCEDURES

(Parents/guardians are responsible for informing all adults who will pick up their child from our center of our policies and procedures)

SCHOOL HOURS/SCHEDULE/HOLIDAYS

- Little Flower Missionary House -
 - Monday through Friday - 6:30 a.m. until 6:00 p.m.

(Please see Appendix for Daily Schedule and Holidays.)

Signing in and out:

An adult must accompany each child upon arrival. State Law mandates that children registered in a child care center must be signed in and out by an authorized adult and receive a health check every morning before being accepted into school. The adult must remain until the child has been given the morning health check. Children with suspected signs of illness will not be permitted to stay at the center and the parent needs to have an alternate plan for their care that day. Please comply with the following guidelines;

1. A legible, full signature is required.
2. Only the authorized persons listed on file may pick up a child from our Center
3. All authorizations for pick up must be in writing
4. An I.D. is required anytime a teacher does not know the adult picking up the child.
5. Minors are not allowed to pick up a child at the Center.
6. Children will not be released to an adult who is reasonably suspected of being under the influence of drugs or alcohol.
7. Children will not be released to an adult who is driving an unsafe vehicle.
8. Once the student is signed out, the adult must take the student home.
9. Children not registered in our Center must remain with the adult who brought them to our school. Our staff is not authorized to supervise them.
10. Adults picking up their child from our center should refrain from lengthy conversations with our staff, since they are on duty and are responsible for supervising the students.

(Please see Appendix for more details on attendance at Little Flower Missionary House)

Late departure:

Students must be picked up at the designated time as per contract. The amount of staffing depends on the number of students present. When an emergency occurs and the parent is unable to pick up their child on time, they should contact the person on the alternate plan to take care of this responsibility. Parents will keep the alternate plan information updated, so that someone will always be available in case of an emergency. Please take into consideration the feelings of the child who has not been picked up and also the teacher who is being inconvenienced. Continued enrollment will be jeopardized if this becomes a repeated problem. *(See Tuition contract for late fee schedule)*

DRESS CODE

All students are expected to be dressed with the school uniform. (Please be sure that all clothes are clean and nicely mended.) (*Please see Appendix for details.*)

Free Dress Days

1. Play clothes are to be worn on these days. These should be in accordance with our mission and therefore **free of super heroes**, characters that evoke violence, and should not expose the child's mid-line. **Shirts with sleeves** are to be worn.
2. Children must wear comfortable, non-slip, closed toe and closed heel shoes, (**No boots, sandals, or dress shoes due to safety regulations**). Shoes should be in good repair.
3. For practical reasons one-piece outfits, belts, buttons, hooks, or snaps on shorts are **not** to be worn. Kindergarteners may wear these only if they are completely capable of managing on their own.
4. All clothing including backpacks must be free of characters and names evoking violence. No superheroes. (This pertains to backpacks, lunch bags, and school materials, also.)
5. Only a medical bracelet may be worn. Only girls may wear one pair of stud-earrings (no loops or hanging earrings). No other jewelry should be worn.
6. All students should have their hair out of their face. Hair is to be the child's natural color, not painted or dyed and of a simple and traditional cut. "Fad" haircuts are not acceptable. (e.g. "spiky, "Mohawk").
7. No nail polish, tattoos of any kind, or other skin markings

Extra Clothing: Two complete changes of clothing are to be kept at school at all times. Clothing must have the child's name on each item. All extra clothing should be appropriate for the weather and fit your child. Please check periodically to replenish clothing as needed.

Teachers will not be held responsible for any articles of clothing that are not properly labeled.

REST TIME REMINDERS

Rest time is from 12:30 p.m. to 3:00 p.m. everyday. All students take a nap and most of them are asleep by 1:00 p.m., except for Kindergarten, whose rest time begins at 2:00 p.m. Comfort items such as, stuffed toys/dolls are not allowed. Our staff is always there for the child who may need a little help to unwind and get comfortable before falling asleep. Proper rest is very important for our children who have been engaged in many energy-consuming activities all morning; therefore we ask that you abide by the following during the hours of 12:30 p.m. to 3:00 p.m.;

As you enter the Center, please speak in a moderate tone of voice both outside, as well as inside the building.

When you enter the building between 12:30 p.m.-2:00 p.m., please wait for a staff member to bring your child to you so that the children who are napping will not be disturbed during nap time. All children must be in company and under control of an adult at all times. Do not permit children to play outside at this time.

Kindergarten only:

- Little Flower Missionary House - Children, who leave our Center by 2:00 p.m., must be picked up in the WTR computer lab.

HEALTH

All absences are to be reported to our office. If the absence is due to illness, please specify what type of illness your child has, especially if it is contagious. Following the Health Department guidelines, our Center will refuse admittance of any student who is suspected to have symptoms of illness to safeguard the rest of the students. In order to maintain the good health of our students, we would appreciate your full cooperation in closely observing your child for early symptoms of illness, including the common cold. Sometimes children can feel pretty miserable when they suffer from a cold and require one-on-one attention at home.

When a child is brought to our Center, it is vital that all accidents/injuries occurring away from our Center be reported to our staff. A doctor's report is required when the injury involves broken bones, stitches, etc. Our Center needs to be informed about any limitations set by the physician. We do reserve the right to refuse admittance to our Center any child whose health condition may cause a risk to his or her safety. (E.g. dizziness caused by medication, imbalance caused by head injury, post-surgical cases, etc.)

Medication: Administering medication is a serious responsibility that our Center does not provide. Physicians are able to prescribe a medication with dosages to be given at the times that children are at home when requested by the family. In case of an emergency due to asthma, allergy reactions, etc. a special consideration may be made with administrative approval. It is vital that our Center has on file a list of any allergies a child may have, especially to medication in case of an emergency.

Contagious disease: Parents should notify our Center if their child has been exposed to a contagious disease and give the following information;

- 1) Name of disease
- 2) Date of exposure.
- 3) Indicate if the child was seen by a physician.
- 4) Description of symptoms
- 5) A medical release will be required.

Families will be notified if their child might have been exposed to a contagious disease while at school.

Policy when a student becomes ill at our Center : The student will be taken to the office or sick room when not feeling well and the temperature will be taken. If the child does have a temperature, our center will administer cooling measures since our Center is not allowed to give medication, including those over-the-counter. Parents will be notified and the alternate plan

(same plan as the one stated in the late-pick-up policy) will be followed if the parent is unable to pick up the child within 30 to 60 minutes of the telephone call. It is the responsibility of the parents to contact someone to pick up their child and notify our Center, giving us the name of that person. It is vital to have the alternate plan updated by the parent to ensure that someone will always be available in case of an emergency. When the sick student is picked up, an Incident Report will be sent home with an explanation of the apparent symptoms.

Our Center will not be responsible for any expense or inconvenience due to a child's illness while at school. During the early years in life, it is very common for preschoolers to easily become sick when they mix with other children in a school situation. Hopefully, our morning health inspection will catch early symptoms of illness before the rest of the children become exposed.

Symptoms of illness that require a students' temporary exclusion from our Center: (Please keep in mind that our Center reserves the right to question a physician's release when apparent symptoms are present.)

1. A temperature of 99.6 or higher. The child must remain home for at least 24 hours after the fever subsides.
2. A rash or any unusual skin condition. (Impetigo is very common in preschools and contagious.)
3. Intestinal conditions such as stomach aches, diarrhea or vomiting.
4. A Runny nose without a cough or fever is not necessarily a cause to be excluded from our Center. If the mucous is thick and discolored (yellow/green) or there is a continuous nasal drip then the child must be kept home until condition clears.
5. Ear aches or tooth aches.
6. A deep and persistent cough, especially if it is congested. A hoarse voice.
7. Swollen glands and tonsils; and any signs of infection.
8. Lethargy and any uncharacteristic behavior.
9. Watery and red eyes. (Conjunctivitis is very common in preschools and very contagious.)
10. Head lice/nits. All nits must be removed completely.

(There is a possibility that a student may contract other conditions that may require a temporary exclusion from our Center.)

SAFETY

For security reasons, our Center maintains all doors locked except for the front lobby entrance. All visitors and volunteers will wear an identification badge issued by our office. We invite family members to pay our center an unscheduled visit at any time, as long as they abide by our rules during naptime. Only persons, whose names are on file, will be permitted to pick up students.

Parent Reminders:

1. Please only use front entrance to the school building for arrival. (Little Flower – Entrance to the Center is on Gates Street and the exit is on Thomas. This is a one-way driveway.)
2. Speed limit on our grounds is 5 mph.
3. Cars must always have the engine turned off and the brake on when the driver is not at the wheel.
4. Never leave children in the car unattended.

5. All children (both enrolled and not enrolled) must be in the company and control of the adult at all times.
6. Always be aware and observant for children in the parking lot when you are driving.
7. Smoking or drinking alcoholic beverages on the Center's campus is prohibited.
8. All persons coming into our Center must refrain from unacceptable language.
9. Always open and close building doors slowly, carefully and latch gates behind you.
10. If children are outside you may enter and exit from any outside gate.

(Please see Appendix for details on Traffic Safety at Little Flower Missionary House)

Emergencies:

Through instruction and practice drills, children will become familiar with the procedure for fire, earthquake and other disasters. The importance of listening and following instructions is always emphasized. Eliminating fears is a chief concern in exposing young children to such traumatic incidents. Drop drills and evacuation practices are performed with considerable explanation and reassurance.

All our staff is certified in First Aid and CPR. Everyone is trained in all emergency policies and is familiar with the evacuation procedure in case of an emergency.

If campuses are considered unsafe during a disaster students will be evacuated for temporary shelter to:

- Lincoln High School Auditorium (3501 N. Broadway, Los Angeles, (323) 332-4121, extension 200).

In the event of a major disaster (such as an earthquake), please do not phone our Child Care Centers. You may call the Loreto Convent in Arizona, where some of the Carmelite Sisters reside, for we will keep them posted on the situation at our Center. Their telephone number is (520) 364-7658.

Our staff will remain on duty until all our students are picked up by their parent or another person authorized by the child's family. An Emergency Form bearing that authorization must be on file for each child.

If you are in our Center at the time of a drill or disaster, please remember the following; remain calm and follow the teacher's instructions. Assist in keeping the students calm and listen to them, tending to their needs.

Incident Reports: An Incident Report is a form that provides a means of open communication between our school and home. If an incident should occur that you should know about, a report will be filled out by the supervising staff member and placed on the clipboard for your signature when you come to pick up your child. The incident reports must be signed and returned to the central check-in classroom.

Major Incident Report: If an accident is of a serious nature we will immediately contact the parents of the child involved as well as the paramedics. Your child may be taken to an emergency hospital for treatment in case of a serious injury or health problem. Remember that the Consent of Treatment will allow the medical staff to take care of your child if necessary until you are able to arrive at the hospital. A written report will be filled out and a parental signature

will be required. It is vitally important that emergency information be updated any time there is a change in phone numbers, authorized names of persons to whom we may release your child, and insurance information. Please make sure that we have your child's file up to date, including your insurance information.

Morning Health Inspection: Besides our staff performing their duty required by State Law, the parents are also advised to help us with the following information at this time of the day:

- Let us know of any apparent accident at home which would cause swelling, bruises, or any external signs of injury.
- Let us know of any type of trauma, fear, or any change within the family setting or daily routine. This might cause a behavioral change at school.
- Let us know if your child has been sick, is on medication, or is overly tired. This also might cause a behavioral change at school.

CHILD ABUSE

Please be informed that according to the *California Penal Code*, our Center is mandated to report immediately any *obvious suspected child abuse/neglect*. Our staff is well trained in detecting possible signs of child abuse and is expected to comply with their obligation as teachers to protect the young child. A child abuse report will be sent to the proper authorities when necessary and parents will not be notified by our Center. The social worker will immediately come to our Center and interview the child and will eventually contact the family. This is a difficult and embarrassing situation for both the school and the family; yet the safety and protection of the child is primary. You can help us carry out our duty properly by maintaining close communication with our Center. If you feel that you might need professional assistance in working with your child at home, please contact our Center and we will be at your assistance.

DISCIPLINE POLICY

Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in such a way as to receive this praise.

“Break time” is given to any child who may need space and quiet to prevent unacceptable behavior. This seems to be very effective. “Time out” is left as a last resort. It is given rarely due to the success of giving “break times.”

Corporal punishment is not allowed at our Center. Love and respect for each child is maintained at our Center and positive redirection is always the method used.

A meeting with the child's parents will be scheduled if the behavior becomes unmanageable. Professional assistance may be recommended for the child in order to remain at our Center. The child's enrollment may be jeopardized if the family is uncooperative or if the behavior does not improve.

Parents will be called if a child's behavior is uncontrollable and he/she does not respond to the above mentioned steps of compliance. The Director may ask that a child be taken home for a day or two to allow for some "cool down" time and space.

If behavior problems persist, the Director will meet with parents to discuss the plan of action which may require a complete physical evaluation and/or other professional evaluations deemed helpful. If behavior problems stem from a child's special needs that cannot be addressed and resolved at school, enrollment may be discontinued.

Biting, scratching, or any other strongly aggressive behavior may require a conference with the parent/guardian. The serious character of these forms of aggression require the implementation of the following measures:

- 1st incident —verbal notification to parents
- 2nd incident — child is sent home for remainder of the day
- 3rd incident —3-5 day suspension
- 4th incident — If there is a child with behavioral difficulties that are too demanding or cause safety issues for other students and/or staff, Little Flower Missionary House reserves the right to discontinue enrollment.

PARENT TEACHER COMMUNICATION

Parent-Teacher Conferences: These are arranged by appointment only. Adults are asked to refrain from holding long conversations with our teachers to avoid neglecting our students' supervision.

Monthly bulletins: These will keep families informed about our Center's program and special events.

'Highlighted Name' on the sign-in-sheet: This is an alert to ask the teacher on duty about an important message for you such as Incident Reports, etc.

"Reports"

- Little Flower Missionary House -
 - Progress Reports (Preschool and Pre-kinder only) issued in February and June
 - Report Cards (Kindergarten only) issued in February and June

NUTRITION

Your child will learn about nutrition and good eating habits, while enjoying lunch, snack, and 'cooking projects'. Occasionally teachers do baking and tasting activities. Our Center will plan healthy snacks to be served twice a day.

LUNCH

Little Flower Missionary House provides a balanced nutritional lunch. Children are not forced to eat but are encouraged to taste everything.

SNACKS

Please do not bring your child to school with any food items (i.e. fast foods, pastries, drinks.) All food items must be consumed before coming to school and entering the classroom. Please do not send snacks with your child, except kindergarten students, unless requested by the teacher for special occasions.

BIRTHDAYS

Children enjoy sharing their birthday at our school. Your child will be in expectation to celebrate this day as the “Birthday King/Queen”. If you are interested in providing a treat for your child's group, please bring “Store bought cookies” without nuts or nut products. No cakes or cupcakes. Please notify the office if you wish to participate in this program. Thank you.

FUND RAISERS

Each family is encouraged and required to participate in the fundraising events during the school year either through preparation of the event or during the event.

SERVICE HOURS

Each participating family is required to commit to 2 family service hours for the Blessing of the Roses event. Although there is a minimum requirement, please feel free to give as many hours as you wish over and above this!

KID FIT

Once a week the children at Little Flower Missionary House Child Care Center participate in Kid Fit a physical educational curriculum designed to teach children the importance of building healthy lifestyle habits.

ITEMS FROM HOME

No toys from home are to be brought to school unless teacher requests.

Little Flower Missionary House Appendix

TRAFFIC SAFETY

Double-parking and/or parking a car in the driveway is never permitted due to the narrowness that permits only one car at a time. Double-parking would indefinitely hold up all traffic entering the school grounds as well as those attempting to exit the grounds.

Please park ONLY in designated areas. Parking spaces are available in the following areas:

- in front of the Chapel (2 spaces)
- parallel to the children's dining room (2 spaces)
- inside the parking lot to the right side of the driveway as you enter the school grounds
- 5 minute parking right before you exit on Thomas Street
- outside exit on Thomas Street and on Thomas Street itself

Parking is not allowed in the driveway between the hours of 8:30 a.m. and 6:00 p.m. **Please wait in your car until a parking space is available.**

Anytime a traffic regulation is violated a written citation will be issued with one of the following consequences:

- 1st . . . Violation: Warning
- 2nd . . . Violation: \$5.00 fee
- 3rd . . . Violation: \$10.00 fee
- 4th . . . Violation: \$15.00 fee
- 5th . . . Violation: \$20.00 fee*

* Violations could be life-threatening to staff, children, parents or anyone on the grounds.

Therefore, the fifth violation will require a meeting with the Director and possible enrollment suspension.

Your cooperation and attention to these safety principles will help to make our school a safe and happy place where you may leave your child with the assurance that everything possible is being done for his/her protection.

OPERATION PROCEDURES

(Parents/guardians are responsible for informing all adults who will pick up their child from our center of our policies and procedures. This would include informing them that the school entrance is on Gates Street and the exit is on Thomas Street.)

SCHOOL HOURS AND SCHEDULE

The Center opens Monday through Friday from 6:30 a.m. until 6:00 p.m. Office is open from 8:30 a.m. - 12:30 p.m. and 1:00 p.m. - 5:00 p.m. The following schedules include the instructional program and lunch period. **School closes promptly at 6:00 p.m.**

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|------------------------------------|
| Two-thirds day...6 hours |
| Full Day ... 9 $\frac{1}{2}$ hours |
| Long Day...11 $\frac{1}{2}$ hours |

DAILY SCHEDULE

(Times subject to change)

Morning:

6:30 ... Morning Arrivals Begin
 7:15-8:15 Breakfast (cold cereal served)
 8:00- 8:30 Jesus Time (for all depts.)
 8:30-9:00 Preschool & Prekinder Outdoor Play (if weather permits)

9:00-10:30 Preschool Instructional Activities
 10:30-10:40 Transition Time & Restroom Visit
 10:50-11:20 Preschool Lunch
 11:30-12:00 Outdoor Play
 12:00- 2:45 Nap Time
 2:45-3:00 Transition / Restroom
 3:00-3:15 Snack

9:00-11:15 Prekinder Instructional Activities
 11:15-11:25 Transition Time & Restroom Visit
 11:30-12:00..... Prekinder Lunch
 12:30- 2:45 Nap Time
 2:45-3:00 Transition / Restroom
 3:00-3:15 Snack

8:30-2:00 Kindergarten Formal Classes
 10:00- 10:30 Kindergarten Restroom & Recess
 12:00-12:30 Kindergarten Lunch
 12:30-1:00 Transition / P.E.
 1:00-2:00 Kindergarten Classes Resume
 2:00-3:00 Kindergarten Rest Time

Afternoon:

- 3:00-3:15 Snack Time
 3:15-4:30 Outdoor Activities (if weather permits)
 4:30-4:45 Restroom
 4:45-6:00 Quiet activities

HOLIDAYS

Little Flower Child Care Center is a year round school, with the following exceptions: Presidents Day, "Teacher Professional Day", Good Friday and the Monday after Easter, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving plus the following Friday, Christmas Eve, Christmas Day, the day after Christmas, New Years Eve and New Years Day. The Center offers ***NO TUITION CREDIT*** for the indicated holidays.

REGISTRATION & FEES

The registration fee is due when the registration forms are given to the parent or guardian. This fee will reserve a space for your child for the school year beginning in September of the current year through August of the following year. The registration fee is non-refundable.

A space will be held for 15 days from the date the registration fee is paid. A new registration fee will be required to accept the child after 15 days. The registration fee will be adjusted for those registering March 1st of the current year, or later, for the new school year.

KINDERGARTEN TESTING FEE

Before a child may be admitted to kindergarten at Little Flower Missionary House, (LFMH), for the current school year, he/she must be tested and pass the test showing kindergarten readiness. There is a testing fee applicable only to children not currently enrolled at LFMH. Please pay the test fee in cash only, (i.e. no personal checks). If the child passes the test and enrolls for the current school year, this fee will be applied to the registration fee.

BOOK FEE

There will be a yearly book fee for workbooks and weekly readers. Workbooks may be taken home at the end of the school year.

EARTHQUAKE SUPPLY FEE

There will be a yearly Disaster/Earthquake Supply fee for emergency supplies.

PLEDGE FEE

There will be a pledge at the beginning of the school year paid at the time of registration.

FUNDRAISERS

Each family is strongly encouraged to participate in the fundraising events during the school year either through preparation of the event or during the event itself.

RE-REGISTRATION

If your child is currently enrolled and you would like to have your child return the next school year please present the following documents and payments listed below:

- re-registration fee
- updated Immunization record
- updated information on the Emergency Form
- updated Authorization list
- Kinder Book Fee (if applicable)
- tuition payments current
- sign a new Parent Agreement for the school year

Please note: In order to save a place for your child for the following school year, it is necessary to re-register your child to ensure enrollment. Registration for kindergarten begins in February and registration for pre-school and pre-kinder in May.

Open enrollment begins in June on a first come first served basis for all applicants.

TUITION POLICY

Introduction

We believe the tuition payments are an investment in your child's education and religious formation. The Administration of the school accepts responsibility for developing and implementing policies concerning the amount of tuition, the manner of payment, and any special concerns in this area. It is also the responsibility of the Administration of Little Flower

Missionary House, (LFMH), to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

Tuition Payment Options

Little Flower Missionary House has adopted the FACTS Tuition Management Program, as well as three other methods, to assist in tuition payment. We hope one of these plans will prove convenient for you.

All families are expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of registration.

Full Payment

Under this plan, the entire amount of tuition for the year is paid at the time of registration. This payment should be made directly to Little Flower Missionary House. All payments must be paid with a cashier's check or money order. This plan exempts you from the FACTS payment method.

Semi-Annual Payment

This plan requires that half of the tuition for the year along with all of the required fees be paid at the time of registration and that the balance is paid no later than December 20th for the remainder of the school year. This payment should be made directly to Little Flower Missionary House. All payments must be paid with a cashier's check or money order. This plan exempts you from the FACTS program.

Monthly Payments

Under this plan, the entire amount of tuition is paid monthly through the FACTS Tuition Management Plan. Facts payments are spread over a ten (10) or twelve (12) month period with facts payments beginning in September of the current year. For Kinder, Facts payments begin in August. This plan is an automatic payment plan made through your checking or statement savings account. Through this program you authorize your financial institution to make automatic monthly payments to FACTS on either the 5th or 20th of each month.

All paperwork must be submitted at least three weeks prior to the FACTS payment date. There is an enrollment fee to FACTS that is taken from your account at the beginning of your enrollment each year. The first month of tuition is paid at the time of registration with a cashier's check or money order. Those making payments through the FACTS Tuition Management Program and miss a monthly payment due to insufficient funds will be assessed a

missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS in approximately two weeks.

Anyone who has missed two monthly payments and has not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be re-admitted to school according to the specifications of this policy.

Special Agency Assistance

Children subsidized by a special agency, such as MAOF, CalWorks, Gain, etc., will be exempt from the FACTS Program. However, they are responsible for any charges the agency does not cover (e.g., late pick-up fees, registration fees, fundraiser fees, traffic violations, etc.).

Any signature or information needed by the Agency must be provided and cleared, or the contract will be rendered invalid. In the event that the contract between Little Flower Missionary House and the paying agency is rendered invalid, it is the responsibility of the parent or legal guardian to pay any outstanding balance.

PERSONAL CHECK POLICY

During the fundraiser sales, personal checks will be accepted only from the family members responsible for the child(ren)'s tuition at Little Flower. (i.e. sales over the required fundraiser fees).

However, any check returned due to insufficient funds will result in the responsible party being charged a fee that must be paid within 14 days or an additional \$5.00 will be added. The delinquent tuition policy will then be applied: anyone who has had a check returned due to insufficient funds will need to pay with a cashier's check, money order, or cash only.

Non-Admission Due To Unpaid Tuition

Failure to pay tuition according to the agreement made with Little Flower Missionary House or unwillingness to make suitable alternative arrangements with either the Director or Administrator, will result in the notification to parents that the child(ren) will not be re-admitted to our school.

One of the following steps will be implemented if tuition payments are not current:

- by September 1st of the current year — Student (s) will not be admitted on the first day of school.

- by December 20th of the current year — Student (s) will not be re-admitted on the first day of school in January.
- By May 20th for the current school year — Student (s) will not be able to take their exit tests.

Unpaid Tuition from Previous Year(s)

All previously unpaid tuition must be paid by the first week in August if a student is to be re-admitted on the first day of class for a new school year. Payments are to be made directly to Little Flower Missionary House and are to be paid with a cashier's check, money order or cash. If payment is not possible, suitable arrangements must be made with the Administrator or Director.

Please do not deposit tuition payments, cash, or any other payments into the boxes located in classrooms. All cash should be paid in the office. Teachers will not accept any payment.

Tuition Refunds

Refunds for tuition will be given only if there is a fourteen (14) day advance written notice given to the Director prior to the date school begins.

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. After the first day of school, tuition refunds shall be prorated.

Registration, disaster/earthquake, book fees, Kid Fit and fundraiser pledge fees are non-refundable.

Tuition is not credited for sick days, vacations, or the days that our school is closed due to holidays or school closure.