



FLEUR DE LIS SCHOOL  
established in 1929

## **PARENT HANDBOOK**

**3743 Front Street  
San Diego, CA 92103  
Telephone: (619) 295-6781  
Fax: (619) 295-9778**

**License # 370800212**

[www.fleurdelisschool.com](http://www.fleurdelisschool.com)  
[info@fleurdelisschool.com](mailto:info@fleurdelisschool.com)

**Revised December 2018**

## WHOSE CHILD IS THIS?

“Whose child is this?” I asked one day  
Seeing a little one out at play  
“Mine,” said the parent with a tender smile  
“Mine to keep for a little while  
To bathe her hands and comb her hair  
To tell her what she is to wear  
To prepare her that she may always be good  
And each day do the things she should”

“Whose child is this?” I asked again  
As the door opened and someone came in  
“Mine,” said the teacher with the same tender smile  
“Mine, to keep for a little while  
To teach her how to be gentle and kind  
To train and direct her dear little mind  
To help her live by every rule  
And get the best she can from school”

“Whose child is this?” I ask once more  
Just as the little one entered the door  
“Ours” said the parent and teacher as they smiled  
And each took the hand of the little child  
“Ours to love and train together  
Ours this blessed task forever.”

**By Jessica Girl Rivera**

# Welcome to Fleur De Lis School

Dear Parents,

We want to welcome you to Fleur De Lis School! I have had the privilege of being a part of the Fleur De Lis family for more than 40 years, starting as a teacher and now serving as the director. Since 1929, Fleur De Lis has been a leading preschool in our community and we are pleased to welcome you to our program.

We look forward to building a strong relationship with your child and your family over the next few years. We hope that you will share in the excitement and join in a partnership with us as we work together to promote your child's growth and development.

We believe that every child is an individual coming to us with their own strengths and unique needs. Fleur De Lis School provides a developmental approach for social, emotional, physical and intellectual growth. Our goal is to ensure your child feels secure, safe and happy in a loving, homelike environment.

As early childhood educators, the staff and I are committed to helping your child develop a lifelong love of learning, nurturing their curiosity, and providing a comfortable environment where they can form meaningful relationships with the children and teachers in our program.

Sincerely,

A handwritten signature in cursive script that reads "Beverly Jensen". The signature is written in black ink and is positioned above the printed name.

Beverly Jensen

## **TABLE OF CONTENTS**

1. HISTORY_____	5
2. PHILOSOPHY AND GOALS_____	5
3. CURRICULUM_____	5
4. OUR TEACHERS_____	5
5. APPLICATION AND ENROLLMENT CRITERIA_____	6
6. HOURS AND HOLIDAYS_____	6-7
7. CLOTHING AND SUPPLIES FROM HOME_____	7
8. GETTING READY FOR THE FIRST DAY OF SCHOOL_____	7-8
9. ARRIVAL AND DISMISSAL_____	8
10. NUTRITION_____	8
11. NUT-FREE POLICY_____	8-9
12. PARENTAL INVOLVEMENT_____	9
13. PARENT-TEACHER CONFERENCES_____	10
14. CELEBRATIONS_____	10
15. BEHAVIOR MANAGEMENT_____	11
16. CHILD ILLNESS POLICY_____	11-12
17. SAFETY_____	12-13
18. POTTY TRAINING_____	13
19. BABYSITTING POLICY_____	13-14
20. REST TIME_____	14
21. FIELD TRIPS_____	14
22. CHANGES_____	14

## **HISTORY**

Fleur De Lis School has a rich history as one of the earliest nursery schools in San Diego County. Founded in 1926 as the Open Air Play School, it moved to its present location at 3743 Front Street in San Diego's Hillcrest district in 1929. The name was changed in 1955 to Fleur De Lis Nursery School. Fleur De Lis School is now a private corporation, established in 1977.

## **PHILOSOPHY AND GOALS**

Fleur De Lis School provides a developmental approach for social, emotional, physical and intellectual growth. We offer your child the opportunity to be and feel secure, safe and happy in a loving, homelike environment.

The goals of our program include:

- 1) To appreciate the importance and uniqueness of each child.
- 2) To foster each child's confidence and self-esteem.
- 3) To offer the best in learning experiences and creative opportunities.

## **CURRICULUM**

Children learn in many ways! Your child will be viewed as an individual: with special talents, valuable strengths and unique needs. Our program will give your child experiences to develop skills in cognitive areas such as language, role-playing, math and pre-numbering, reading and pre-reading. Children learn about the world around them through weekly themes, art, stories and music. Each class will also have enrichment in Spanish for 15 to 20 minutes each day. Physical development needs are met through outdoor play and other activities, which emphasize large and small motor control and eye-hand coordination. Your child will learn in a comfortable, relaxed, friendly atmosphere designed to help build self-confidence and grow socially and emotionally.

## **OUR TEACHERS**

We believe that our teachers are the staple of our program. We endeavor to provide the finest early childhood education and Fleur De Lis' incredible reputation is primarily due to the high caliber of our teachers. Each teacher has been carefully selected and oriented to our school's values, philosophy and community. When bringing in a new teacher to our team, we look for individuals who not only have the best educational background and experience, but those whose life's work is education of young children. We are proud to say that many of our teachers have been at Fleur De Lis for over 10 years and had their own children graduate from our program!

Our teachers engage in ongoing professional development through attending workshops, taking child development courses, and staff training. Through ongoing communication, our teachers strive to develop a partnering relationship with our families.

## **APPLICATION AND ENROLLMENT CRITERIA**

Fleur De Lis School is licensed by the State Department of Social Services to accept children between the ages of 2-6. Your child must turn two prior to entering our program and our school has a total capacity of 95 children. Fleur De Lis does not discriminate based on race, color, religion or ethnic background. We believe a wide variety of backgrounds will largely enhance your child's learning experience in our program.

### **Waiting list**

Enrollment is subject to space availability. We recommend that you place your child on our waiting list as soon as possible and then call or email us every 2-3 months to re-affirm interest and to stay current on our waiting list. Priority registration is given to siblings of current and graduated families, children of our alumni, and children who turn two before November 1<sup>st</sup> (for the "Early Learners" program.) Siblings of current and past students and children of alumni still need to be placed on our waiting list and parents are asked to check in frequently and update waiting list information. Our classes begin late August/beginning of September and follow the start time of San Diego City Schools. Our program goes year-round. A one-time registration fee of \$350 is to be paid at the time of initial enrollment and is non-refundable.

### **Tours**

If your child is high on our waiting list, we will contact you to set-up a time to come in with your child to tour our program. Tours typically last 45 minutes and serve as an introduction to Fleur De Lis School and will ensure that our program is the right fit for your family. Your family will have an opportunity to tour our program prior to making a commitment of paying a \$350 registration fee. All new families are required to tour prior to registering.

### **Enrollment**

Your child's space for the school year is not secured until the following have been completed: (1) the registration fee and first month's tuition are paid in full; and (2) the Parent(s)/Guardian have signed and returned the Admission Agreement; and (3) all additional required forms have been turned into the school office. The physician's report must be returned to the office prior to the first day of school and the child must be current with all required immunizations (unless you provide medical exemption documentation). Your child's enrollment is contingent upon all licensing paperwork being completed before he/she can attend our program.

## **HOURS AND HOLIDAYS**

Our program is open from 7 a.m. to 6 p.m. We offer a full-day program (7:00 a.m.-6 p.m.) and a half-day program (8:30 a.m.-12:30 p.m.). Families have the flexibility of selecting from our 5, 3, or 2 days a week options.

We are open year-round except for the following holidays: Christmas Eve (12/24) through New Year's Day (1/1), Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Staff Development Day (Friday before 1<sup>st</sup> Day of School), Labor Day, Thanksgiving Day, Friday after Thanksgiving.

In the event of an emergency or natural disaster where children's health or safety is at risk, Fleur De Lis School maintains the right to close the school. Parents will be notified as soon as possible. Credit for these days will not be applied to tuition.

We close promptly at 6:00 p.m. In the event of late pick up, you will be charged \$20.00 for the first fifteen minutes, or any portion thereafter, and \$20.00 per each additional 15-minute increment, or any portion thereafter. The amount is due with your next tuition payment. Consistent late pick up will be cause to ask you to withdraw your child from school.

If the child is left for an hour or more after the school closes and no one has responded to a home phone or cell phone listed, the following procedure will be followed: 1) we will call all the numbers listed on emergency form; 2) if those listed on the emergency form do not respond, the Police Department will be called and will send an officer to the school; 3) the Police will then call Child Protective Services.

### **CLOTHING AND SUPPLIES FROM HOME**

Play is the work of childhood! Children should come to school comfortably dressed in play clothes. Your child will experiment and explore with many kinds of materials and they will enjoy playing with mud, sand and water. Although we sometimes wear aprons, your child will get dirty! Please dress your child in comfortable, self-help clothes and sturdy shoes. Children have the most success being active by wearing sneakers or rubber-soled shoes. Party shoes, "flip-flops," "Crocs" or other loose-fitting shoes can be unsafe for inside and outside play.

All items brought from home should be marked  
with your child's name (toys, clothes, shoes, blankets, etc.).

Each child has his/her own cubby. Children who use disposable diapers need to bring a supply to keep at school. To prepare for accidents, messy days and water play, a change of clothes should be kept in each child's cubby. Several pairs of underpants and pants should be kept at school for those children working on "potty training." Children may bring a small blanket and/or sleep toy to keep in their cubby for nap time.

### **GETTING READY FOR THE FIRST DAY OF SCHOOL**

#### **Summer time visits**

A few weeks before the start of the school year, we will contact you to set-up a time to come in and visit the classroom. During the first visit, you will stay with your child; for the second visit, we will ask you to leave your child briefly to be with the teachers in a classroom setting. This is a great way to have your child get acquainted with the teachers and other friends who will be in his/her class.

### **Before coming to school**

We encourage you to tell your child about preschool prior to the first day of school. The following are some suggestions:

- There will be other children to play with at school.
- There will be indoor and outdoor play.
- Snacks and lunch will be served each day.
- The teachers will be there every day.

### **ARRIVAL AND DISMISSAL**

Student sign in/out sheets must be completed daily by the person responsible for bringing the child to and from school. Please write your full legal signature (not your initials). The Community Care Licensing Division of the Department of Social Services routinely comes to inspect these records. Accordingly, if it is discovered that you have not properly signed in or out, you will be asked to return to school. It is your responsibility to inform any person who may drop off or pick up your child of this requirement. In the event that someone other than the parent will be picking up your child, their name needs to be listed on your "Identification & Emergency Information" papers, stating they are authorized to take the child from the facility. We also require a positive photo ID.

If you are running late in the morning or during pick-up, please make sure to call our School Office (619) 295-6781.

### **NUTRITION**

Fleur De Lis is proud to provide nutritious food to our children prepared daily by our on-site chef!

Half-Day children are provided a morning snack and an 11:30 snack. Full-Day children are served a morning snack, a healthy lunch and an afternoon snack. Weekly menus are posted on the information bulletin board (located by the alley gate), in each classroom, in the kitchen and on the school website. Individual children's food allergies are posted in each classroom and special care is given to substitute appropriate foods when necessary. It is very important that you notify the school of your child's allergies prior to enrollment.

### **NUT-FREE POLICY**

**FLEUR DE LIS SCHOOL IS A NUT-FREE SCHOOL.**



Any food brought to school for an individual child or for group consumption must comply with our nut-free policy. Food brought in for group consumption (holiday celebrations, birthday treats, etc.) will be screened by a school staff member. If the item is store-purchased with a product label intact, a staff member will review the product label to ensure it is nut-free. If the food item is homemade or without a product ingredient label, the parent/guardian will fill out a form relating to the ingredients to ensure it is a nut-free product.

Examples of Nut Products include but are not limited to:

- Nuts (e.g.: almonds, cashews, coconut, hazelnuts, lychee nuts, macadamia, peanuts, pecans, pine nuts, pistachio, walnuts)
- Nut butter and spreads (e.g.: peanut butter, almond butter, cashew butter, Nutella)
- Nut waters (e.g.: coconut water)
- Nut flours (e.g.: “gluten-free” almond flour)
- Nut extracts (e.g.: real almond extract)
- Nut paste (e.g.: almond pastries paste, marzipan almond paste)
- Nut oil (e.g.: peanut oil)
- Nut toppings (e.g.: coconut topping on frosting, pralines in ice cream)
- Nuts in sauces (e.g.: pine nuts in pesto)
- Nuts in energy bars (e.g.: granola bar w/almonds)
- Tree nut proteins can be found in cereals, crackers, cookies, candy, chocolates, energy bars, flavored coffee, frozen desserts, marinades, barbeque sauces and some cold cuts, such as mortadella.

### **PARENT INVOLVEMENT**

We want our families to be a part of our school community! Throughout the school year, there will be many opportunities for you to enjoy our school events and activities.

#### **Classroom page**

Each class will have a designated, password-protected web page. Through it, you will be able to see class photos, volunteer for events, and keep abreast of classroom happenings. We encourage families to check the classroom page on regular basis.

#### **Newsletters**

Each month you will receive an electronic newsletter from the Director telling you about upcoming school-wide events. Please take the time to review this important information.

#### **Lesson plans**

On our Parent Bulletin Board, located in the “alley-side” Early Learners playground, we display lesson plans from each classroom (including our Spanish program), the weekly

lunch & snack menu, and many other informational postings. Reading your child's classroom lesson plan is a great way to enrich your child's learning experiences. We encourage you to bring in related-theme materials, such as books, and let your child's teacher know of any special hobbies that might be relevant to a theme the children are learning in the classroom.

**Opportunities to get involved:**

- Sign up to be a parent reader.
- Provide help in the classroom by assisting with art time, cooking, or a holiday celebration.
- Be a Room Parent.
- Share your career or hobby.
- Be a guest speaker, we will show you how!

**PARENT-TEACHER CONFERENCES**

Our teachers hold parent-teacher conferences once a year. The Pre-K teachers have conferences in January, Preschool teachers in February, and Early Learners teachers in March. Conferences are typically 15 minutes long and are used to discuss child's strengths, areas of growth, and friendships.

**CELEBRATIONS**

We celebrate many holidays, exposing children to a diversity of traditions, customs and experiences through curriculum activities and by having class parties. We usually have two parties so that part-time children can participate on the day they attend. Teachers post a party sign-up sheet for parents who would like to bring a special treat or other party supplies. Please note: We do not allow nuts or nut products at any time. To ensure the safety of our children, no food of any kind may be sent to school in cards, gifts, or goody bags.

Birthdays are fun to celebrate at school with friends. We make a special birthday crown and sing Birthday songs. You are welcome to bring a treat to school (cookies, cupcakes, muffins, etc.). Please notify us at least one day ahead of time so we can plan the day! Rather than party favors, we prefer the children to bring a "birthday book" for the whole class to enjoy. We will place a special label on the front page of the book with the child's name and birthdate. These gifts are special and are treasured for many years in the classroom.

In September, you will receive a class directory with families' information. We ask that the information on the directory be used to promote class friendships, playdates, and birthday party planning, but not for any other purpose.

## **BEHAVIOR MANAGEMENT**

Teachers guide and direct children to help them learn to cooperate with their peers. We use group management techniques, limiting the number of children in each area. We allow for sufficient materials to share and the opportunity for constructive interactions that enhance their growth and development. Teachers speak to a child if their behavior is inappropriate for the area or material they are using. Our teachers use positive language with the child to give praise for appropriate behavior. We encourage children to use their language and help them communicate with their peers to resolve issues.

After using the above techniques, if a child is continuing to have a problem making “good choices,” they are redirected to another area/activity. After redirection, if the child still has a problem with appropriate behaviors, the child may have a “time-out.” This is when a child sits apart for a short time (1 minute per year old). Then they return to the group’s activity with close teacher supervision to participate constructively.

If a child causes injury to himself, other children, or school equipment on ongoing basis, a parent-teacher conference will be scheduled immediately to discuss next steps. When the health, safety, and welfare of the child and/or that of another child or children are at risk, this may be cause for the child to be dismissed from the program.

Fleur De Lis reserves the right to terminate an admissions agreement for disciplinary issues, hurtful behavior, or inability to accommodate the needs of the child or the family. Tuition will be refunded for the period after withdrawal only.

## **CHILD ILLNESS POLICY**

In order to maintain a healthy learning environment for the children in our program, a child will be sent home if he/she displays the following symptoms:

- A fever of more than 100° F
- Severe diarrhea within a 24 hour period
- Vomiting within a 24 hour period
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow discharge) until on antibiotics for 24 hours
- A suspicious rash anywhere on a child’s body
- Mouth sores with drooling, unless caused by a noncontagious condition
- Impetigo (a skin infection with erupting sores) until 24 hours after treatment has been started
- Head lice (until after proper treatment has been given) and all nits are removed
- Conditions that suggest the possible presence of a more serious illness, including a fever, sluggishness, persistent crying, irritability, or difficulty breathing

Children need to remain home for 24 hours without symptoms before returning to school. In case of suspected contagious illness or continuing symptoms, a doctor’s note may be

required before returning. Please note that due to the Department of Health regulations, our staff is not permitted to rinse out soiled clothing. We will bag it and send it home with a parent the same day.

Fleur De Lis understands that it is difficult for a Parent/Guardian to leave or miss work; therefore it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness. We ask that for your child's comfort and to reduce the risk of contagion, children should be picked up within 1.5 hours of notification. Please be sure to save our school number (619) 295-6781 on your phone and check your messages in a timely manner.

Our school and staff will take every precaution for the safety of the children. In case of an accidental injury, we will make an immediate attempt to call you. If necessary, we will call the paramedics. The school will maintain a parent's signed consent form for emergency care. You will receive a written injury notice, if your child gets hurt at school.

## **SAFETY**

### **Parking**

Our parking is very limited. Please be considerate of other parents and depart quickly once your child has made the transition into their class. For parents that plan to stay at school for an extended period of time, such as a chaperone for a fieldtrip, we ask that you try to find street parking.

In accordance with Kaitlyn's Law, please remember that children cannot be left unattended in a car at any time. For the safety of your children, please make sure you supervise them in the parking lot.

### **Playground**

Children must be supervised at all times by the adult bringing or picking up the child at school. Our insurance coverage does not allow children playing in the yard without a teacher present; therefore we ask parents to not linger on the playground after pick up.

Parents are asked to pick up children from the classroom/playground and must sign out each time with the correct time and their signature. Please walk them to the parking lot and do not allow them to play in other areas not supervised by their teacher(s). Once a child is signed out, he/she is the responsibility of the person who is taking him/her home.

### **Disaster drills**

From time to time your child will participate in our school's fire and disaster drills. These are brief and are meant to familiarize your child with emergency procedures. We encourage you to discuss this experience with your child when he/she tells you about it.

Our Emergency Disaster plan is posted on our outdoor central bulletin board. It is a good idea to work out an emergency plan for your house, too.

### **Medication**

Please do not send medication to the school unless absolutely necessary. Medication may be administered only with the written approval and instructions from the child's parent and in accordance with label directions, as prescribed by the child's physician. Medication must be in its original container and will be stored in a central location, out of the reach of children. Medication information will be entered in our daily medication log and parents will receive notification that the medication was administered. When the medication is no longer being administered, the parent must take the medication home. Other non-prescription topical ointments, such as petroleum jelly, Neosporin, or other ointments may be administered to a child only with written parental authorization. If a child requires administration of Epi-Pens, AeroChambers, or Nebulizers while at school, the parent(s) will receive a packet of forms for them and the child's physician to complete.

### **Emergency medical attention**

All of the Fleur De Lis staff are certified in pediatric CPR and First Aid. If emergency medical attention is necessary for a child at any time, a parent will be notified right away. In case of life threatening situation, 911 will be called right away.

### **Sunscreen**

Parents are encouraged to apply sunscreen to their child each morning. Fleur De Lis staff will apply/reapply a sunscreen product of SPF-15 or higher when children will be playing outside during hot months of the year.

### **POTTY TRAINING**

Children are not required to be potty trained prior to entering our Early Learners program. However, parents must be willing to provide the necessary diapers and extra changes of clothing. Parents must check their child's cubby each time to remove soiled clothing and be willing to replace it by the following school day. Children need to be fully potty trained before starting our Pre-K program.

Parents and teachers will determine how this important transition will be handled at school.

### **BABYSITTING POLICY**

Babysitting work falls outside the course and scope of employee's work for Fleur De Lis and is a private agreement between parents and babysitters.

Parents who choose to hire Fleur De Lis employees to babysit are advised that Fleur De Lis accepts no responsibility, incurs no obligation, and is subject to no liability of any kind whatsoever as a result of these private agreements. Fleur De Lis employees are not covered by the insurance which covers employees during their work at school. Fleur De Lis does not have the right nor responsibility, to control the actions of its employees while they are not at work. As such, Fleur De Lis School will not involve itself in any agreement for child care between parents and its employees while those employees are not working at the school.

### **REST TIME**

We believe that rest is as important as exercise, therefore our program includes adequate rest periods. After lunch time, all children in our full day program rest in their classroom. This is a quiet, relaxing time during which the teachers rub backs and play soft music. We provide sturdy, comfortable cots that are raised from the floor, fitted sheets and blankets. A small stuffed animal, soft doll or blanket from home may help your child feel more relaxed while resting at school. Rest time logs are kept under the sign in/out sheets, if you would like to know how long your child napped.

### **FIELD TRIPS**

We are fortunate that our community has so many exciting places to see. Children (3 years old & up) go for walks around the block and nearby neighborhood. The Pre-Kindergarten classes take bus trips to visit people and places relating to our curriculum topics. You will be notified of all field trips in advance. Children can participate in fieldtrips on their regular scheduled days only. Many times we will ask for parent volunteers to assist as chaperones. Sometimes instead of going off-site, we have special visitors come to our school for animal shows, science programs and puppet shows.

### **CHANGES**

For your child's benefit, please help us keep your file up-to-date. Notify the school promptly with any telephone number (home, work, and cell) or address changes. Because only authorized persons will be allowed to pick up your child from school, we must have written permission for any changes.

Please call the school (619) 295-6781 if your child will be absent.

*We hope this Parent Handbook was helpful in getting you acquainted with our program. Together, our staff will work to create a warm, loving and nurturing environment for your child.*