



## PARENT HANDBOOK 2020

### **BUEN DIA FAMILY SCHOOL**

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Federal Tax ID Number: 94-2590868  
(for tax purposes)

## Welcome

Welcome to the Buen Dia Family School community! We are honored to have your child and family join us. Our mission is to provide an arts-focused program in a Spanish bilingual environment that promotes children's development while also helping children to feel good about themselves, their cultures and their families.

This handbook is designed to help your family understand our program policies and procedures. To ensure that your child and family have a rewarding and safe experience, our program is compliant with California Title 22 Community Care Licensing, California Department of Education (CDE) Title 5 regulations, Office of Early Care and Education Early Learning Scholarship, and First 5 San Francisco Preschool for All (PFA) standards and practices.

We believe family partnerships are vital in creating a successful learning environment for children. We welcome any comments, suggestions, questions or concerns about the program. Please review and follow the policies and procedures outlined. You will be notified of any policy changes during the year. Thank you for choosing Buen Dia Family School. We look forward to providing your child with a caring and enriching environment. Please feel free to reach out if there are any questions to: [admin@bdfs.org](mailto:admin@bdfs.org)

Board and Staff, Buen Dia Family School

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## ABOUT US

### Mission

Buen Dia Family School was founded in 1977 and offers an arts-focused program with a Spanish bilingual component serving preschool age children. A developmental learn-by-doing curriculum is central to the school's mission of empowering children to meet their potential, encouraging individual expression and enhancing self-confidence. A primary goal is to provide opportunities for positive interactions, personal discovery and active exploration. Buen Dia strives to foster a family atmosphere that respects children and enhances early learning experiences with the guidance of thoughtful teachers.

### Our Education Philosophy

Preschool life at Buen Dia is based on a child-centered philosophy. We believe that children learn best when they develop relationships with the whole community as well as their environment. As children learn and grow, play becomes a way for them to focus on what they naturally need to develop next and will inherently choose what their brains and bodies need for motor, social-emotional, and imaginative development.

Buen Dia's daily routine provides a framework that allows children to choose their own activities and to participate in group activities such as snack time and group presentations. Daily offerings include: art, recycle construction, books, table games, dress-up, block building, cooking, science, music and outdoor play.

### License

State Department of Social Services, License to operate a "Day Care Center"  
Facility Number: 380504038. Ages 3 years to 5 years old, Max Capacity: 30

### Hours of Operations

Child services are provided from 7:30am to 6:00pm Monday through Friday. Hours of service are determined by program option. See *Program Options* for details.

### Holidays

Buen Dia observes the following holidays and two additional days for staff development each year:

- Independence Day
- Labor Day
- Indigenous People's Day
- Veteran's Day
- Thanksgiving and Day after Thanksgiving  
(Included in Fall Break)
- Christmas (Included in Winter Break)
- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Lunar New Year
- Memorial Day

## CURRICULUM

### Art

When children explore through art they take necessary steps toward better motor control, eye/hand coordination and problem-solving skills. This process of building knowledge through active investigation is critical to brain development. As they create, children use multiple intelligences, learn about their world and discover its physical properties. They are natural "manipulators" of materials and everyday objects. In Buen Dia art activities, the children use a variety of materials to explore color and form, to express their emotions and thoughts, and to begin to represent their experiences. Their involvement is open-ended, with the artist determining the form and direction of their work. Children can find new ways to use paint or spread glue while crafting their creations. Choosing their own activities motivates them to concentrate and focus longer while having fun!

As parents and teachers, our job is to supply a workspace in a supportive environment with interesting materials. At times we are guides or mentors, helping young ones master tools and materials so they can represent their ideas more easily.

### Language

Our curriculum has a bilingual component, and several Buen Dia staff speak both English and Spanish fluently. This gives children an opportunity to communicate in their home language while progressing in a second (or sometimes even third!) language. Currently, Spanish is a focus in both morning and afternoon groups, 2 to 3 times a week, with children practicing vocabulary and basic sentences. Throughout the day, Spanish is infused through conversation and play with teachers and other Spanish-speaking students.

### Music and Movement

Children singing and/or dancing together creates community—it can be a joyous outlet for feelings and a constructive use of energy. Participating in music and movement activities allows children to: release energy in a nonaggressive way, dramatize their feelings and ideas creatively, and gain self-confidence. Through circle games, finger games, and body exercises, children learn the basic principles of music theory while developing their singing voices and body coordination.

### Play

Play allows for personal discovery and is an important part of our day. Furthermore, children tend to concentrate more and extend their learning when they can choose most of their own activities. As children develop, they become interested in various activities throughout their time at Buen Dia. Our role is to nurture what they are interested in and develop a space that will spark their creativity and help foster their self-confidence and wonder about the world around them. Allowing children to choose their own activities gives them each a sense of control and allows them to continually develop relationships with one another and our community.

Some free play activities include: modelling clay, books, science table, dramatic play, blocks, drawing and outdoor activities.

### Enrichment Classes

Each year we participate in a variety of enrichment classes either at school or off site. Music, yoga, and movement class are some examples of classes. These classes are conducted in a safe, supportive atmosphere to promote creativity and self-expression. We encourage parents to volunteer as chaperones to offsite enrichment classes.

### Inclusion

Buen Dia is an inclusive, community school that celebrates and welcomes the diversity of students and their families. We are committed to serving children and their families across the spectrum of developmental needs, socio-economic status, ethnicity, and language. We believe that every student, family member, and staff deserves to belong to a community that honors who they are as individuals as well as develop their sense of collective identity.

### Developmental Screening and Assessments

Screening young children is an effective, efficient way for professionals to check a child's development, help parents celebrate their child's milestones and know what to look for next, and determine whether follow-up steps are needed. It's also an essential first step toward identifying children with delays or disorders in the critical early years, *before* they start school. At Buen Dia we use the Ages and Stages Questionnaire (ASQ) and the Desired Results Developmental (DRDP).

Upon enrollment, parents/guardians are asked to complete the ASQ. This helps teachers learn about your child and address any concerns you may have. We work with families to develop a plan to support your child in any areas that you may have concerns.

Teachers use the DRDP within the first 60 days of enrollment and every six (6) months thereafter for our pre-kindergarten class. The DRDP allows us to evaluate your child's progress in all the developmental areas. Teachers use the information to help identify strengths and needs to help plan curriculum and develop individualized goals.

### Kindergarten Readiness Screening

Occupational Therapists will screen Pre K students to assess kindergarten readiness in September for fine motor, visual perception, visual motor and gross motor development. These screenings are not formal evaluations. They are used to identify and educate teachers and parents of ways to support the development of their students. The student may improve with the teacher's attention and suggested home activities. A written summary will be given to parents in an annual parent/teacher conference. We also host a Kindergarten Readiness Workshop for parents and teachers after screenings are completed.

### Mental Health Consultant

Daycare Consultants of the UCSF Infant-Parent Program, is a community agency supporting young children and families. Through our partnership, we have the support of a mental health consultant. Our consultant conducts general observations and offers feedback and strategies to teachers to better support the emotional, physical and developmental well-being of each child. No formal observation or assessment is conducted without parent/guardian's written consent. We hold monthly Reflective Parent Meetings and one on one consultation is available for families. If you would like to schedule a meeting please let us know.

## FOR YOUR CHILD AT SCHOOL

### Clothing

Children are encouraged to explore tactile materials such as paint, glue, sand and water; therefore each child's clothing should be comfortable and allow for an active day at school. Children are encouraged to go barefoot and therefore should wear shoes that are easy to take off and put on.

Please send a change of clothes for your child. At least two pairs of underpants, a shirt, socks, shorts or long pants are suggested. Rubber-soled shoes are preferred to prevent accidents. High-heeled shoes are inappropriate for play. Label all clothes for easy identification.

With the guidance of teachers, children can create their own dress up clothes, choosing from our vast selection of fabrics at Buen Día. This sets the stage for a more imaginative range of play and encourages creative thinking. Therefore, we ask that you do not send your child in commercially made costumes (such as Disney characters) or clothing and accessories (lunch boxes, backpacks) with weapons or violent images to school.

### Personal Belongings

To make a connection between home and school your child may need a transitional object such as a small soft toy, lovey, blanket, pacifier or doll. When in a strange or new place, it may help them feel at home. Keep in mind that special items can get lost or broken; please discuss this possibility with your child beforehand. Label all items brought to school. The following items are prohibited from school:

- Toys or objects with sharp, dangerous points
- Guns, swords, action figures with weapons, Barbies, Bratz dolls, etc.
- Very valuable items.
- Large items

## Food Program

Cooking with the children is a regular part of our day and we provide two healthy snacks daily (10:30 a.m. and 3:45 p.m.). Parents provide their child with a small lunch; send simple nutritious food including fruits, vegetables and whole grains. Please do not send refined breads and crackers.

Sugar should not be listed as one of the 1<sup>st</sup> three ingredients in a healthy food. Read labels and stay away from processed and packaged foods. Water is offered at snack; cow milk, water, and either soymilk or almond milk are offered at lunch. Our water is filtered with the Multipure system. We encourage all families to use thermoses for hot meals.

## Rest Time

Each child will rest or nap, depending on the individual needs of the child. At Buen Dia, we call nap “Camp” and rest “Cave”. During nap teacher reads stories in a partially darkened room. At rest children listen to stories and engage in calming activities.

Please send a child-sized washable slumber bag or small blanket no larger than 30” by 54” (36” by 60” is too big) stored in a large pillowcase. Please LABEL both in large letters with your child’s name.

You can:

- Stitch together 2 small blankets on 3 sides to make a bag
- Brands: Lams and Ivy, Everything Kids or Wildkin nap mats (approx. 24” x 48”) available in retail online.

Your child can bring a favorite cuddly to give comfort when needed; this item will be kept in their slumber bag.

## Toilet Learning

We are a “diaper free” school. When entering Buen Dia, a child must be in the process of being toilet trained. For those children not fully trained, we recommend cloth-training underwear; this makes training easier because your child can feel the wetness and she/he is more motivated to use the toilet. We recommend environmentally friendly cloth diapers to disposable Pull-Ups for these reasons. If you have questions or concerns please let us know.

## Celebrations

Birthdays are big events in your child’s life. At school, we bake our own low-sugar, whole-grain cakes with the children’s participation. We celebrate by singing Happy Birthday/Feliz Cumpleaños and have a mini-party. You are welcome to attend the birthday group. If you wish to help prepare a special snack for the celebration, please contact your teacher. If you would like to bring a treat for the children, gender-neutral gift bags are appropriate.

## Field Trips

The field trips at Buen Dia are one aspect of our curriculum. It is important in the early years to build vocabulary and knowledge of the real world through a child’s interaction with their environment.

Field trips are scheduled regularly and often aligned to a project. Children also often visit local parks to allow a different outdoor play experience from Buen Dia. In addition to concept building, our field trip program provides change and variety for children.

Children should wear appropriate pants, walking shoes, a coat or sweater, and or cap for San Francisco’s variable weather conditions.

Parents are invited to accompany the children on certain field trips, Parents can be helpful in providing additional supervision to children.

## Parent Teacher Conferences

Conferences are an essential part of a parent's involvement. A conference is an opportunity for communication between parents and teachers about your child's adjustment to the program, general development, or specific behavior. Conferences are scheduled once a year after children's assessments (Please see Developmental Screening and Assessments).

We urge parents to inform us as soon as possible of events in the family's life which may cause a change in a child's behavior. It will help us respond to his/her new behavior when we understand the context involved.

## Communication

We aim to work with you and your family so that you are well aware of Buen Dia's news and events. Our numerous outlets utilize bulletin boards, newsletters, emails, and a parent resource area for news pertaining to your child, the class, and/or the agency.

- Bulletin Boards: Bulletin boards at the entrance provide school news, events, announcements, newsletters, menus, daily school schedule, curriculum, etc.
- Newsletter: Monthly newsletters provide school and classroom news, events, announcements, etc. The monthly parent newsletters are emailed or given to parents who opt out of email.
- Email: Parents who provide an email address to Buen Dia will be sent direct communications from administration including: newsletters, announcements, invoices, event invitations, important notices etc.
- Parent Portal: We have a parent portal in our website that has resources and all of our Buen Dia handouts uploaded regularly.

## Student Drop Off Procedure

1. Please sign in using your authorized PIN and sign your signature.
2. Parents and children must wash their hands when entering the school.
3. Create a drop off routine to help your child transition into school. You can read a book or help them to settle into an activity. Goodbyes at the window or at the door are popular.

## Student Pick Up Procedure

1. Please sign in using your authorized PIN and sign your signature.
2. Look in your child's cubby and art cubby work and any announcements
3. Please say goodbye to the teachers in the classroom. Make sure a teacher has acknowledged your child's departure.

## Signing In/Out

California Community Care Licensing requires that each parent/adult must sign in each child at drop off and at pick up with their full signature.

Parents are required to observe the following regarding sign in/sign out:

- Parents/adults must sign their full legal signature and the exact time they arrive and depart.
- Buen Dia can not release children to anyone other than:
  - The legal parent or guardian
  - Persons authorized IN ADVANCE written on the students emergency and identification form (LIC700) or by parent authorization via email. Please contact the office staff if you would like to add or drop someone from the authorization list. Buen Dia staff will ask the pick-up person to show their photo identification.
- Buen Dia do not release children to:
  - Persons under 18 years of age.
  - Persons who appear to be under the influence of alcohol or drugs.
  - Persons who appear unable to supervise children safely or pose imminent or future threat to child's safety and well-being.



## **PROGRAM OPTIONS AND ENROLLMENT**

We accept enrollment applications once a year from October 1st to February 28th. All admission, enrollment forms, and required documentation along with applicable fees are to be submitted prior to your child's first day of attendance.

### **Program Types**

Buen Dia offers 2 programs: **Full Time Program:** (7:45am to 6:00pm) and **School Day Program:** (9am to 3pm)

### **Early Learning Scholarship (ELS) Voucher**

The San Francisco Office of Early Care and Education provides a "portable" parent/guardian-based City-funded voucher to eligible, low-income families who need Early Care and Education services but for whom other state or federal subsidies are unavailable. Please refer to <http://sfoece.org> for more details on eligibility and enrollment guidelines.

### **First 5 San Francisco Preschool for All (PFA)**

Preschool for All (PFA) is San Francisco's universal preschool system that aims to expand preschool access and improve preschool program quality for all four-year-old children residing within San Francisco County. Buen Dia is a PFA site and for full tuition paying families, there is tuition credit offered by PFA for all children enrolling/enrolled age four by September 2nd. There is an option to donate any PFA amount received to Buen Dia's scholarship program. Your donation would help other families who need help paying for child care.

## **ATTENDANCE**

Good attendance is important so Buen Dia is able to provide your child with a consistent and effective child development program. Certain absences require documentation. See sections below for recording of your child's absence. It is very important for children to arrive on time at 9:00 AM so that children are able to participate in all classroom activities. Late arrivals can disrupt children's routine and class already in session. Please arrive on time. If your child is chronically late a meeting with the director will be required to prevent disenrollment or loss of ELS or PFA funding.

### **Excused Absence**

Buen Dia allows for excused absences for the following circumstances:

- Child's illness, doctor's appointment
- Parent's illness
- Quarantine (infectious illness of child or parent)
- Court ordered visitation
- Family Emergency (see below)

### **Family Emergency Absences**

Buen Dia recognizes that unexpected family emergencies occasionally occur. In accordance to Licensing and State policies, documented family emergency absences are defined by:

- Death in the family
- Court appointments
- Eviction or loss of housing
- Incarceration of parent
- Serious illness of close family relative
- Disaster (fire, flood, robbery, etc.)

### **Vacation / Best Interest Days:**

The Preschool For All Tuition Credit Program requires regular attendance. Your child is allowed 10 vacation or best interest days from July 1st through June 30th of the following year. Absences past the 10 vacation days or best interest days are considered unexcused absences. Vacation or best interest days include: Close relative

visiting, Time spent together with parent, Religious or cultural holidays, Family vacations, and Special functions.

### Single Day Absences:

Parents are asked to call Buen Dia no later than 9:15 AM if your child is absent.

### Multiple Day Absences:

If your child is absent for three (3) consecutive days due to illness

If your child is absent for three (3) consecutive days and we do not hear from you, your child's enrollment may be at risk for disenrollment until the center has been notified of the reason for absences.

If your child is absent for two consecutive weeks and you fail to notify Buen Dia, your child care services may be terminated pending review of the Director.

Persistent non-compliance with the attendance policy may be a cause for disenrollment due to lack of adherence to agency policies.

*Note: If you are receiving a tuition credit from Preschool For All (PFA), attendance is also a requirement for enrollment. Your child is allowed 10 Vacation / Best Interest days from July 1<sup>st</sup> through June 30<sup>th</sup> of the following year. Your child's enrollment in the PFA program will be at risk of your PFA credit after 1 unexcused absence, per OECE guidelines.*

### Late Arrival

When children arrive late they are not able to get in valuable free time and play time with their peers. This time is important not only for the children to develop their social skills, but also to help reset and allow them to transition into a day full of activities and play at Buen Dia. When our students come late to school they often have a more difficult time to transition into structured time (group time/ snack time). Late arrivals disrupt the classroom routines and valuable learning moments within Buen Dia's Teaching Schedule. Please arrive no later than 9:00am.

### Late pick-ups

Pick ups after 6:00 p.m. will be charged \$30. This fee will be sent via invoice. Please call if there is an emergency causing you to be late so that we can help your child adjust to the delay.

## TUITION AND FEES

### Yearly Enrollment Deposit and Fee Requirements

- New Students: A \$1500 deposit and non-Refundable Staff Benefits\* \$500 fee is due by March 15<sup>th</sup>. The \$1500 fee is a deposit which will be applied to the last tuition payment.
- Returning Students: Each year a non-refundable \$500 Staff Benefits\* Fee is due March 15<sup>th</sup>

\* *The non-refundable Staff Benefits fees support the health plan for teachers.*

### Tuition Payment Plans

Tuition is based on a school year averaging 183 days (the SFUSD instructional calendar totals 180 days.) This tuition may be paid in two ways: the ONE PAYMENT PLAN or the MONTHLY PAYMENT PLAN.

### Payment Methods

Buen Dia offers an online method to complete tuition payments. You will be able to pay your tuition using a link from Intuit's Payment Network site allowing you to pay your bill by bank account debit. This service is free to Buen Dia Parents and there are no transaction fees.

Payment by this method is not mandatory. You can also make your payments by cash, check or money order made out to BUEN DIA FAMILY SCHOOL.

### Late Payments

A \$25 late fee will be assessed for tuition payments received after the 5<sup>th</sup> of the month. To avoid termination please contact the director if there are extenuating circumstances.

### Returned Checks

Each returned check(s) will be assessed a \$25.00 service charge.

### Absences and School Holiday

Our school tuition is based on an annual fee. We do not give refunds or tuition credits for vacation, illness, or school holidays. See section(s) above for allowable absences and holidays

### Withdrawals and Changes

Each year staffing and overhead budgets are based upon enrollment. If a family withdraws early they remain responsible for paying the yearly tuition regardless. Notice must be given to Buen Día at least 30 days before your child's anticipated withdrawal date.

### Early Arrival/Late Pick Up

Buen Día is open from 7:45 a.m. to 6 p.m., Monday through Friday. We understand that everyone is occasionally delayed but please be conscientious about arriving on time, especially in consideration of the teacher and your child. Late pick-ups after 6:00 p.m. will be charged \$50. This fee will be sent on a monthly invoice. Please call if there is an emergency causing you to be late so that we can help your child adjust to the delay. You may also send an authorized alternate to pick up your child.

### Extra Hours

Extra hours before or after the 9 to 3 School Day Program can be arranged with the office or head teachers depending on availability. The fee is \$16/hour. Extra hours are calculated monthly and will be billed to families on a monthly Tuition Invoice.

### Summer School

Summer School is a separate program that begins the Monday after the last day of school and continues for six weeks, depending on the calendar. Tuition is charged by the Session. Partial Sessions/Weeks and Extra Hours Care are not available during Summer Session. There is a \$500 withdrawal fee per enrolled summer session.

## HEALTH AND SAFETY

Buen Dia Family School believes in the importance of providing a safe and healthy environment for the children that we serve. Health records are maintained for each child and are updated periodically.

### Immunizations

California State Law requires all children to be fully immunized and up-to-date with current immunization schedule before they can enter a child care center. Parents must present an Immunization Record at enrollment which shows the child has received all required immunizations for the child's age level. If your child is not immunized due to medical reasons, please let us know.

### Physicians Report (LIC 701 Form) & Preadmission Health History (LIC 702 Form)

All parents are required to submit a physician's report at enrollment, stating that the child is free from communicable disease and is physically able to participate in the program. Furthermore, information regarding

your child's and family's health history and any additional information concerning your child's special health problems (allergies, physical limitations, etc.) will be collected.

### Food Policy

It has been a basic tenet of the school's philosophy since 1977 to model good nutrition for the children on a daily basis; teachers also are committed to eating healthy foods during their work hours. We follow an organic, whole-grain vegetarian diet with no processed foods and a minimal amount of honey and turbinado sugar added to our school birthday cakes.

We realize that this may be a different regimen than your family adheres to at home but we ask that all students follow our guidelines while at Buen Dia. Please do not send processed foods such as chips, pre-packaged cheese and crackers, white bread, white rice and luncheon meats that contain added nitrites, high levels of salt and other additives.

Read labels and, if sugar or salt are one of the 3 first ingredients, don't buy them for school! Other poor choices include sweetened yogurts, fruit in syrup and a variety of granola bars. Your family's eating habits are very important and play a major role in shaping your child's attitude toward healthy living. Children's bodies develop at a rapid rate during the first six years of life and it is our joint responsibility to give them the best start possible.

All families must pack nutritious lunches for their children. If you are not a vegetarian family, you can try some veggie patties and tofu lunch choices or send unprocessed meats (home-cooked is one option) with no chemicals or additives.

Special diets- If your child has a special diet that pertains to their health, please let us know.

### Illness Policy

Please keep your child at home if he or she cannot fully participate in both indoor and outdoor activities due to fever, diarrhea, severe earaches, vomiting, headaches, croupy coughs, unexplained rashes or sores, unusual listlessness, behavior changes, watery eyes, sneezing, drippy nose and any stages that seem debilitating.

### Contagious Conditions

The school must be notified IMMEDIATELY if there is any contagious or communicable disease in your family. A child should not return to school after a contagious or serious illness without a physician's permission or before a 24-hour healthy period. Some contagious childhood illnesses include scabies, head lice, impetigo, chicken pox and conjunctivitis.

### No nit policy

Buen Dia's *No Nit Policy* encourages families to do their part to help eliminate lice outbreaks at school by routinely screening children, accurately identifying lice and nits, and thorough removal. If you suspect your child has lice or nits (lice eggs), **please do not bring him/her to school and contact Buen Dia immediately.** By diligently screening and practicing early intervention, we can assure that infestations are eliminated and new outbreaks are prevented. If we notice nits or lice on your child, we will ask that you pick up your child as soon as possible.

### Medication Policy

According to Community Care Licensing regulations, medication permission form must accompany any prescribed medicines for children from the parent stating that the staff of Buen Día has the authority to administer medicines during the school day. Please sign the form available at school and hand it to a teacher along with the medicine. All medicines must be in their original bottles with their prescription labels. **Do not leave medicines in lunch boxes or your child's cubby!** Furthermore, teachers are not allowed to

administer any non-prescribed items including sunscreen, aspirin, Tylenol, cough syrup, cough drops, vitamins or homeopathic remedies unless there is an accompanying note from the child's parent or guardian. Nonprescription medication will be administered in accordance with the product label directions.

### Illness and injuries

A child with a runny nose will not be automatically excluded from school. However, if your child's mucus is profuse and cannot be controlled by normal wiping, or if there are other cold symptoms, your child should not be in school. If your child becomes sick during the day, the school will contact you to take your child home. It is very important to have a feasible back-up plan if your child gets sick at school and you are unable to leave work.

In case of a medical emergency we will call **911** or take the child to an appropriate facility; we will contact you or someone designated on your Emergency Form immediately. Please update this form regularly.

### Emergency Plans

In case of an emergency necessitating evacuation from our school site, our meeting points will be either at The San Francisco Women's Building located at 3543 18<sup>th</sup> Street between Guerrero and Valencia streets or at Mission Playground between 19th and Linda streets.

- **The San Francisco Women's Building:** 415.431.1180
- **Mission Playground:** 415.206.1546

### Fire and Earthquake Safety

Fire drills and earthquake drills are held once a month. (do we have more info about these?)

### Licensing Agency and Inspection Authority (CCL)

Licensing shall have the authority to interview children or staff and to inspect and audit child or facility records without prior consent of either Buen Día's personnel or children's families.

## **FAMILY PARTICIPATION**

Each family is asked to volunteer a minimum of 24 hours on school-related activities, sell a minimum of 60 raffle tickets and participate as a Buen Dia volunteers in the Castro Street Fair.

If a family can not participate in these events, the fee options are outlined below:

### **FOR SCHOOL DAY AND FULL TIME STUDENT:**

- 24 Participation Hours or \$432 fee (\$18/hour)
- 2 Adults Participation in the Castro Street Fair or \$150 fee
- Sell 60 Raffle Tickets or \$100 fee (\$20/Raffle Ticket book)

### Family Community Events

- **Open House** (September) A social gathering where families learn about our program, events, activities and policy.
- **Public School Workshop:** PreK families will learn about the kindergarten enrollment process from Parents for Public Schools.
- **Halloween Parade:** Parents and children will walk around the block (costumes encouraged)
- **Friendship Soup:** Families will join us in the creation of a large family style soup.
- **Winter Celebration** (December): Our children create a winter experience to perform for their families.
- **Lunar New Year Celebration** (February): Families gather for New Year traditions, delicious food and activities.
- **Parent Breakfast** (May): Children will serve parents at a handmade breakfast celebration.

- **Graduation** (June): Celebrate our students' accomplishment at Buen Dia.
- **Monthly Parent Coffee Hour**: Parents set up a coffee hour to connect with other parents

### Reflective Parenting Group

Buen Dia hosts a monthly meeting with our mental health consultant from Daycare Consultants. This open forum for parents at Buen Dia is a series of supportive parent meetings for the year. Parents are invited to participate and bring questions about parenting, development or come to listen.

### Scrip Fundraising

Scrip fundraising is a no-selling program that allows families to raise money for Buen Dia Family School. Scrip is just another way to pay for everyday purchases using gift cards in place of cash, checks, and credit cards.

You purchase gift cards from Buen Dia Family School at face value, and we will order those cards from local restaurants and grocery stores at a reduced price. The difference is an instant rebate for Buen Dia. It's really that simple!

- **Peets Coffee** - Buen Dia receives 15% of purchase.
- **Rainbow** - Buen Dia receives 10% of purchase.
- **Good Life Grocery** - Buen Dia receives 7.5% of purchase.
- **Canyon Market** - Buen Dia receives 7.5% of purchase.

### Instant Donations Through Community Partners

- **BI-RITE MARKET** - Tell the cashier you are a "FRIEND OF BUEN DIA" at the beginning of your transaction and we will receive 5% of your purchase.
- **Cole Hardware** - GIVE THE CASHIER OUR NUMBER, \*88, AND BUEN DIA WILL RECEIVE 10% OF YOUR PURCHASE.
- **Community Thrift** - Donate to the charity code 195 for us to receive 80% of the selling price.
- **Employee Matching** - You could be doubling your contribution to Buen Dia through employee matching. Check with your employer about a gift matching program.
- **AMAZON** - Donates to us through Amazon Smile: <https://smile.amazon.com/ch/94-2590868> Select Buen Dia Corp. as your donation recipient and Buen Dia will receive a portion of your purchase.

## POLICIES

### Discipline Policy

Buen Dia's staff believes that children learn best when they feel comfortable, safe and respected as well as have opportunities to explore their environment and make individual choices about their play during the school day. These experiences will help your child have confidence in his/her abilities, gain a growing sense of independence and learn self-control. In the classroom, just like you do at home, we try to guide and sometimes direct your child's behavior in positive ways. Guidance can take the form of setting realistic expectations, talking about problems that occur, coming up with creative solutions together and, when necessary, placing limits on behavior. We encourage children to take responsibility for their actions and to actively participate in finding solutions to problems.

Community Care Licensing requires that we inform all families of our Discipline Policy. Following the Licensing Guidelines, we have developed the following steps:

If behavior is inappropriate and a repetitive and/or disruptive pattern emerges:

1. We will consult with the parent(s)



2. Establish a plan for the individual child (such as a change in scheduling, classroom procedures or mental health consultation)
3. Meet with Day Care Consultants to review plan if necessary
4. No corporal punishment by anyone, including family members, is permissible at Buen Dia.

Buen Dia's staff are all mandated reporters and are required to report to the appropriate authorities in the event of suspected negligence or abuse.

If Buen Dia is unable to meet the needs of the child or if the child's behavior endangers the health and safety of other children, we will assist the family to find an appropriate setting.

### **Non-Discrimination Policy**

Buen Dia does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity, gender expression, genetic information, marital status, medical condition, military or veteran status, national origin, immigration status, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, or any other basis prohibited by California state and federal nondiscrimination laws respectively.

### **Harassment Policy**

Buen Dia strives to provide a work and school environment free of harassment. Buen Dia prohibits harassment based on an individual's race, religion, color, creed, sex, pregnancy, age, national origin, ancestry, marital status, medical condition, sexual orientation, physical or mental disability, or any other characteristic protected by federal, state, or local law. The policy applies to and protects all persons involved with Buen Dia and prohibits harassment by or toward any personnel of Buen Dia, as well as clients, vendors, and other persons doing business with the Center. Prohibited harassment may include, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with another's normal work or movement, whether directed at an individual or the individual's relatives, friends, or associates. Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere in the school's premises or circulated in the workplace, which denigrates, or shows hostility or aversion toward an individual or group because of the characteristics identified above. Whether or not the offending person meant to give offense, or believed his or her comments or conduct were welcomed, is not the determining factor. More important is whether the recipients or mere observers are in fact offended by the comments or conduct that are based on religion, race, color, sex, pregnancy, age, national origin, ancestry, marital status, medical condition, sexual orientation, or disability.

### **Sexual Harassment Policy**

Buen Dia prohibits sexual harassment. Sexual harassment in any form is strictly prohibited. Sexual harassment includes the harassment of any person to any other person (regardless of gender).

### **Confidentiality**

Buen Dia staff is committed to maintaining the confidentiality of children's records. We will not disclose personal, financial, or other information concerning your child or family without your written consent. The use or disclosure of personal information shall be limited to purposes directly connected with the implementation and administration of the preschool program and as required by our regulatory and partnering agencies.

### **Photo Release**

We take photos of children engaged in activities to document children's learning experience to share with parents and family. Photos are posted on the school walls so children are able to reflect and enjoy their experiences. We may also use photos for events, programs and presentations or for publication and

advertising, associated with Buen Dia. By signing our agreement on the last page of this Handbook you give us permission to take photos of your child at Buen Dia and Buen Dia events.

### Parent Consent for Field Trips

Walking, public transportation and/or private insured cars or busses will be the usual method of transportation. By signing our agreement on the last page of this Handbook you authorize the participation of your child to take part in field trips or excursions with Buen Dia Family School under proper supervision, understanding that private insured cars will be the usual method of transportation; and you furthermore release Buen Dia and its teachers of any liability during field trips as long as all usual, reasonable and customary measures have been observed to insure the safety and welfare of your child. See your monthly parent newsletter for trip schedules.

### Employee Rights

Parent Rights forms are given to families prior to enrollment. LIC Form 995.

### Mandated Reporting

Buen Dia staff are required by law to report all observations of suspected child abuse or neglect cases to the appropriate local and state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It becomes the role of Child Protective Services to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our agency will cooperate fully with any investigation and will maintain confidentiality within the limits of our authority concerning any report of child abuse or neglect.

### Open Door Policy

We value family participation in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. Other ways to communicate with us are by popping your head in the office, sending an email, or by phone. We ask that you schedule visits with your teacher or program staff so we know to expect you. Although our teaching staff will always try to communicate with you, teachers are devoted to supervising children. It is usually not feasible to have a long discussion during regular program hours. If you or the teacher requires a longer discussion, a meeting can be arranged.



# HANDBOOK ACKNOWLEDGEMENT FOR PARENTS

I acknowledge that I received an online copy of the Buen Dia Family School's Parent Handbook (also available at bdfs.org) as it pertains to Buen Dia policies and procedures.

I understand it is my responsibility to familiarize myself with the materials and I agree to follow the provisions and other policies/rules of Buen Dia.

I further understand and acknowledge that Buen Dia may change, add, or delete any policies or provisions in this handbook as it sees fit in its sole judgment and discretion.

I acknowledge and understand that this Parent Handbook supersedes and replaces any and all other handbooks or materials previously distributed.

You are required to read the handbook its entirety. By initialing next to each of the outlined sections below, you signify that you have specifically paid close attention to the following sections of the Parent Handbook that are of particular importance.

Please Initial

_____ Attendance Policy	pg. 9
_____ Tuition and Fees	pg.10
_____ Health and Safety	pg.11
_____ Family Participation	pg.13
_____ Policies	pg.14

\_\_\_\_\_  
Print Childs Name

\_\_\_\_\_  
Print Guardian Name

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date