

2019-20

BONITA LEARNING ACADEMY PARENT HANDBOOK



B O N I T A
L E A R N I N G
A C A D E M Y[®]

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B . L . A . P A R E N T H A N D B O O K
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SCHOOL PHILOSOPHY

At Bonita Learning Academy we believe that there is a need for a bilingual school for young children; a school with a multicultural scope. Children between under the age of six are in a unique period of cognitive development, especially the development of language. In order to foster this, we surround our students with educational stimulus in two languages: English and Spanish, taught by teachers who are native speakers as well as certified educators.

At B.L.A., we recognize that children are, from birth, creatures of multiple intelligences: observing, listening, absorbing, and classifying information in many diverse ways. At the same time, they are also absorbing the values and culture of family and community. By the time a child is approaching the third year of life, the experiences offered by preschool can serve as enrichment, and as a safe introduction to a larger, loving and caring community.

It is the philosophy of Bonita Learning Academy to appreciate and nurture each child, while recognizing his or her own unique personality, learning style, and potential. Each student in our program is encouraged to develop a strong sense of his or her own abilities and responsibilities as thinking individuals, and as members of a group. Furthermore, we address the needs of the whole child by providing not only a strong base of academic preparation, but also the enhancement of body and spirit, through our fine arts and physical education curriculum, taught by enrichment teachers who are specialists in their fields.

It is our hope and belief that graduates of Bonita Learning Academy will take their places in future classrooms with joy, confidence, and a true appreciation of and respect for themselves, for others, and for the process of learning.

OUR MISSION

The mission of Bonita Learning Academy is to provide young children opportunities to learn and grow in a bilingual, bicultural environment that celebrates the integration of mind, body, and spirit as the cornerstone of success and happiness in our global society.

ADMINISTRATION

Ana M. Castaños ("Miss Ana") is the owner, founder, and Principal of Bonita Learning Academy. As a teacher and administrator for more than 25 years in both the U.S. and Mexico, Miss Ana oversees and guides the development, overall structure, and day-to-day operation of the school, the students, and the teachers. She has a B.A. in World History, and an A.A. in Child Development.

Sylvia C. Serrano ("Miss Sylvia") acts as Assistant Principal, working closely with Miss Ana to ensure the proper flow of the school's operations. She supports all areas of the school program, including tuition, payment, admissions, and scheduling.

The Curriculum Team (Miss Ana R. and Miss Melissa M.) supervise and support the implementation of curriculum, provide guidance to teachers, and support the academic success of all students. Miss Ana, Miss Sylvia, and the Curriculum Team work closely together on all school matters. There is a weekly staff meeting each Friday, during which the focus is always on how to improve our teaching skills, organization, and classroom management.

FACULTY

We are proud of our dedicated and well-qualified staff. All of our teachers are experienced educators, holding qualifications that exceed the requirements set by the State of California for preschool teachers. They have all undergone thorough background checks, and are certified by the Department of Justice as

having no criminal record. In addition, all of our teachers are certified in C.P.R. and Pediatric First Aid. We require that all of our teachers continue to expand their education, through workshops, classes, and in-service training on a regular basis. Most of our teachers have been with us for three years or longer.

LICENSING AND ACCREDITATION

Bonita Learning Academy is licensed as a preschool by the State of California: #376600600. The licensing agency, Department of Social Services, has the right to visit the facility at any time, interview the children or the teachers, and review the files without prior notice.

We are proudly accredited by the National Association for the Education of Young Children (NAEYC), an organization dedicated to maintaining high standards of quality for preschools and Kindergartens throughout the U.S.

CLEAN BUSINESS

At Bonita Learning Academy we recognize our responsibility as educators to preserve our planet and its resources for our future generations. Because of this dedication, we are proud to be the first school in Chula Vista that is a certified CLEAN Business. As a CLEAN business, we have adapted our practices to conserve and use renewable resources, and operate in a responsible manner protecting the environment whenever possible.

We invite our families to join us in our conservation efforts in the following ways:

Bring us your used batteries, printer cartridges, and cell phones for proper recycling. Families can donate recycled paper (blank on one side, our school will utilize the other side). Please check with the office if you have other items you wish to donate that can be used for school art projects.

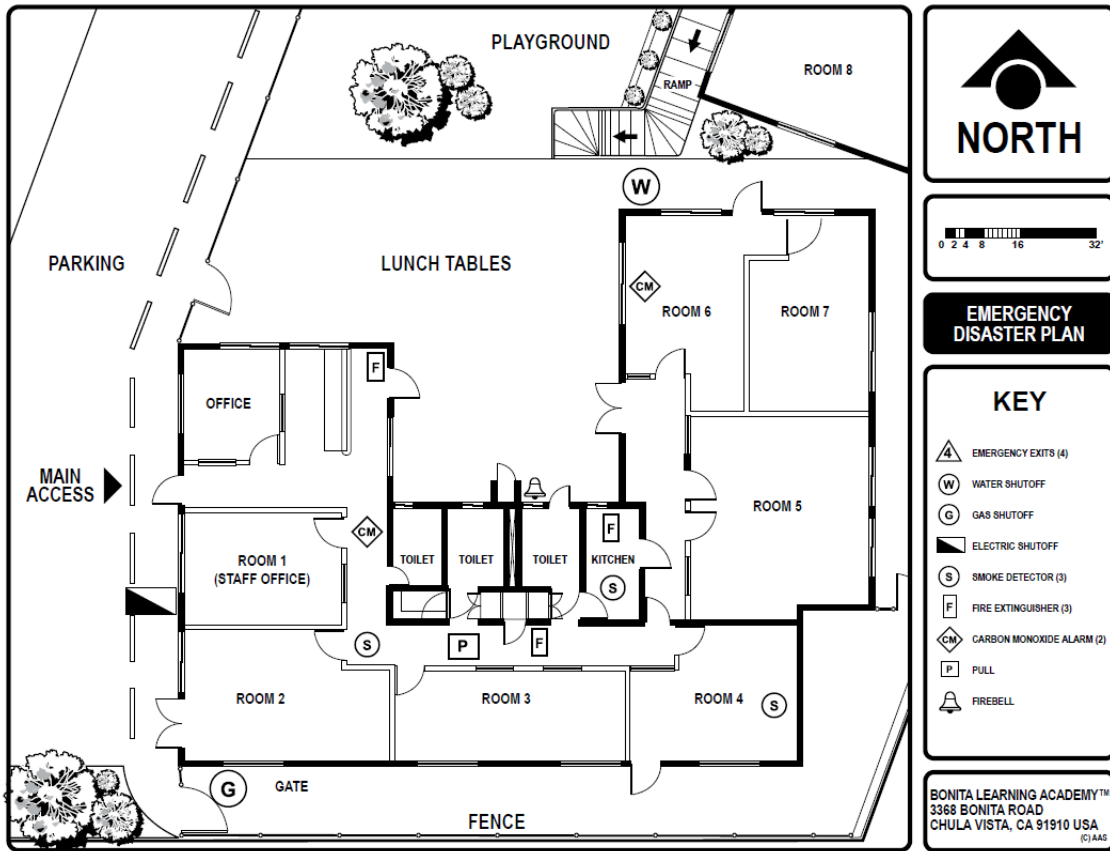
CLASSROOM ASSIGNMENTS • 2019 - 2020

CLASSROOM	AM GROUP	PM GROUP	LANGUAGE
Room 2	3A	3B	English
Room 3	3B	3A	Spanish
Room 4	4C	4C	Spanish/English
Room 5	KA	KA	English/Spanish
Room 6	4A	4B	English
Room 7	4B	4A	Spanish

ENRICHMENT CLASSES - ROOM 8				
Monday	Tuesday	Wednesday	Thursday	Friday
Mindfulness	Art	Physical Fitness	Music & Movement	Yoga

In order to balance the time between both languages, the AM and PM groups will begin with the other language in January.

MAP OF MAIN BUILDING



GETTING STARTED

ENROLLMENT

Your child must be officially enrolled to be able to attend school. The non-refundable fees for registration, books, materials and activities, as well as the first month's tuition, must be paid in full, and the required documentation must be complete. A copy of the immunization records and a physician's report is required before he/she can attend school. Registration forms must be filled out completely, including all CURRENT phone numbers.

Children must be from **75% to fully potty-trained** before starting school. **Diapers and pullups are not allowed.** We understand that accidents do happen, of course, and we do teach the children how to use the restroom, and remind them frequently. However, any child who has repeated incidents (2 or more per day during the probationary period) may be disenrolled until potty training has been fully completed. **We do not use toilet seat protectors; bathrooms are sanitized regularly.**

The first two weeks of school is a probationary period for all students. This allows us to ensure that students are socially and emotionally ready to be in our program, which consists of a structured academic environment. If we find that your child is not ready for our program, your child may be disenrolled and you may reapply in the future. We will prorate the tuition for the days attended and will refund any overage due. The enrollment fee is nonrefundable; however, all books will be given to the student.

RE-ENROLLMENT

Families of current students who wish to continue for the next school year must re-register each child during the re-registration period for B.L.A. families, which will be January 13– 31. The re-registration period ends on January 31, after which time, registration opens for the public. In order to ensure space for the next school year, parents will be asked to complete the re-registration form, policy agreement, and submit the enrollment fee, along with 1st month's tuition for the 2019-20 school year. Families of returning students will not be required to complete an application packet, nor will they be charged an application fee. Younger siblings of current students have priority for enrollment; however, they must submit an application during the open enrollment period and undergo the enrollment process. Although siblings do have priority, enrollment is NOT GUARANTEED. Parents will need to complete all forms and required documentation pertaining to new students.

PLEASE BE AWARE THAT YOUR CHILD MUST BE RE-REGISTERED, OR YOU RISK LOSING HIS/HER SPACE FOR THE NEXT SCHOOL YEAR.

NON-DISCRIMINATION STATEMENT

Bonita Learning Academy does not discriminate on the basis of race, color, religion, gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in the administration of educational policies, admission policies, or any other school-administered programs.

PLACEMENT

Children must be fully potty-trained before starting school. No pull-ups.

The following dates will be used regarding student placement; however, the administration can make special considerations when appropriate:

- For placement into Preschool 1 (3's), the child must have turned three on or before August 31.
- For placement into Preschool 2 (4's), the child must have turned four on or before August 31.
- For placement into Kindergarten, the child must have turned five on or before August 31.

Students will be offered support and/or enrichment according to their individual needs while remaining within their age groups. Placement is determined by many factors, and at the discretion of the administration and faculty, with the child's overall well-being in mind.

Teaching assignments can vary year to year based on many factors, therefore, a child's placement with a particular teacher or group is never guaranteed.

ORGANIZATION & CURRICULUM

Preschool 1: 3 year old students

This program is constructed with the realization that this is a child's first school experience. Using an eclectic approach, the curriculum is designed in a way that teaches children independence skills and group cooperation. While ordered and structured carefully, the environment is flexible enough to accommodate the individual needs of our youngest students. The classroom is filled with an interesting variety of manipulatives, blocks, books, puzzles, and other fun and educational materials. Specific age-appropriate texts workbooks are incorporated within the curriculum to engage students' academic foundation. Teachers also follow a thematic curriculum, with appropriate support materials.

The curriculum is also designed to support the children's needs to move, grow, and express themselves in a variety of ways. The children have ample time for free exploration as well as group and/or teacher-directed activities. Emphasis is placed upon the development of fine motor control and coordination, sequencing, and task completion. Name and number recognition are encouraged, as well as pre-writing (tracing) skills.

Strong emphasis is placed on language – both comprehensive and articulated, encouraged through songs, finger play, and many fun activities.

Preschool 2: 4 year old students

For most children, the physical, emotional, social and intellectual growth between the ages of four and five years are truly impressive! We have found that by the age of four, the students who have been with us at least one year are beginning to gain confidence and skills in both Spanish and English. During this year, they will continue to do so, while also acquiring academic skills in phonics, numbers, and writing. Strong motor skills are encouraged, along with phonemic awareness. In both the English and Spanish classrooms, the students will have books, games, puzzles, projects and workbooks that have been chosen, and/or written to support the curriculum and can be viewed in the office at any time. Teachers use a variety of instructional methods, including weekly and/or monthly themes of study. Music, movement, art, storytelling and free exploration and creativity still play a large role in the four-year-old classrooms. These activities encourage social confidence, language mastery, and (best of all) are FUN for this delightful group!

Transitional Kindergarten: 4-5-year old students

This group has been designed for students that will turn five years old in the fall or for five-year olds that are not quite ready for Kindergarten. The curriculum will be mastering Preschool 2 curriculum with a Kindergarten readiness focus. These students may also work on Kindergarten curriculum based on a case-by-case basis.

Kindergarten: 5-6 year old students

Five- to six-year-olds are the "seniors" in our little school, and we are constantly amazed at the scope of their creativity, curiosity, knowledge, and abilities. Students will build upon the knowledge gained in their previous school experiences, and expand their knowledge of phonemic awareness, math concepts, science topics, and social development. Kindergarten students also develop confidence in reading, writing, and expressive language. Independent reading and comprehension in both English and Spanish are incorporated into the curriculum. In math, students learn to add and subtract complex

problems and problem solve accordingly. Science and social studies are also integrated within the program, which allow students to explore and learn about the world around them. Kindergarteners are exposed to the Common Core standards in current use in California, and are assessed with these in mind. This year we have added Chromebooks to our Kindergarten class so that the students may begin to learn basic computer skills while learning math and phonics. If your child's book baggie gets lost, a \$10 replacement fee will be charged to your child's account.

On average, B.L.A. graduates will have not only met, but exceeded the requirements for first grade entrance in public or private schools. Individual results may vary especially when students are often absent. Therefore, we ask that parents plan vacations according to the school calendar to support their child's academic career.

PROGRESS REPORTS & CONFERENCES

From the very first day, each child's development will be carefully observed by his/her teachers, the enrichment teachers, and the curriculum team. There will be three parent/teacher conference days during the calendar year. During these conferences, parents will have a chance to discuss their child's development and progress. Parent-Teacher conferences are scheduled in September, February, and June. (Please refer to the school calendar). If you wish to schedule a conference with your child's teacher at any other time, please inform the office so that we may schedule a time that is convenient for everyone. Written progress reports will be provided to you in advance of the conferences, for your review. Please realize that written progress reports at the preschool level are only an indication of what the teacher has observed during a given time.

When a child changes schools, typically the new school will request a written or verbal assessment by the teacher and/or administrator, as well as a copy of the child's transcripts. Before sharing information about a child with any providers, agencies, or other programs, Bonita Learning Academy must obtain written consent from the family. A form is available in the office for this specific purpose. It is recommended that all Kindergarten parents fill out this form before leaving our school.

ASSESSMENT METHODS

Accurately tracking our students' growth and development throughout the year is done using various methods. Aside from regular informal and formal evaluations by your child's teachers; the curriculum team and/or our educational consultant evaluates each child individually. Each teacher is also responsible for filling out guided observations for every student throughout the year. The information collected in these evaluations and observations will be used to effectively plan and set goals for the class and individual students. This information is shared with parents through the progress reports and conferences, and is otherwise kept confidential.

HOMEWORK

Your child will be doing homework for the rest of his or her academic life! It is an important part of learning, that not only reinforces the skills taught in the classroom, but also contributes to the child's sense of responsibility as a student.

- Preschool 1 (3's) are not assigned homework until the second half of the school year, when, according to their level of readiness, they may be given simple homework.
- Preschool 2 (4's) will have short assignments Mon. - Thurs.

- TK (4-5 year olds) will have short assignments Mon. - Thurs. Some students may have spelling packets.
- Kindergarten students will have a page of homework and a weekly spelling packet. Mon. - Thurs.

All families should try for at least 15 minutes of reading every day. Homework assignments are included in the weekly e-mail for each group. Homework should never take very long at this age. The goals of homework are to foster responsibility and reinforce skills. Homework is for the child to complete – not the parent!

If your child has a particularly difficult time with homework, please contact the teacher. It should be an activity that is ENJOYED, not forced! By setting aside a special time and place for homework activities, you are showing your child that his or her work is special and important. If your child is absent, you may contact the office to arrange to pick up any homework. Homework will not be sent via e-mail.

ENRICHMENT CLASSES

Although each teacher incorporates art, music, and movement within their classroom curriculum, we are extremely fortunate to be able to offer thirty minutes of daily enrichment classes to each child. The classes are taught in a group setting by teachers specially trained within these areas of expertise.

Mindfulness - paying attention, with care, to one moment at a time. The students will be taught safe and helpful tools to explore, learn and practice to manage emotions, learning to be calm, to understand thoughts and to feel good in their bodies. They will practice self-awareness, learn to focus on the task hand through focusing exercises, breathing techniques, and unwind stress exercises.

Physical Fitness encourage exercise. Each class group receives one Dance Fitness and one Physical Fitness class per week. In these classes, gross motor development is observed, as well as social interaction, listening skills, and coordination. Simple games, exercises, ball and beanbag skills, martial art forms, and dance are among the activities presented in these classes.

Music & Movement are a large part of our curriculum and included EVERY day in all classrooms. In addition, all students take part in a music appreciation and performance arts class each week. During these sessions, children are exposed to tones and rhythms and are taught the rudiments of instrumental music with simple instruments.

Art class is a special time for our students. Art in all mediums is explored, and crafts and projects are created. The children learn about different artists and styles.

Yoga class is incorporated into our curriculum with the purpose of giving children a stronger level of concentration that will allow them to focus in their daily activities. **Children are required to wear pants on Yoga days (Fridays). Pants are also required during the Mommy & Me Yoga event (see calendar). If a child doesn't not wear pants on yoga day, a memo will be sent home. If this happens again, a new pair of pants will be given to the child to put on and keep. The pants will be charged to your child's account.**

In addition, we frequently welcome parents and/or those in our community to come to our school and share their special talents with us and with our students. We welcome your ideas.

ENTERING & EXITING SCHOOL

ARRIVAL

We require that students be walked to and from the building by a parent or authorized person. Students must also be signed in and out by clearly printing their 1st initial & full last name (A. Smith) of the parent or person responsible for the child. This is a requirement of licensing and shows us who is picking up each student.

Monday through Thursday the gate opens at 8:20 a.m. Fridays, the gate opens at 8:30 a.m., due to staff meetings. The first part of the day sets the tone for the entire school day, so arriving on time is very important to your child's education. Classes begin at 8:30 a.m. and the gate closes at 8:40 a.m. After this time, your child will be permitted to enter the school through the office door until 8:45 a.m. After 8:45, your child is late. To avoid the disruption of classroom activities, children arriving after 8:45 a.m. will not be admitted to class without a valid excuse, such as medical appointments, emergencies, etc.

If a student does not want to get out of your vehicle for any reason during morning arrival, please do not ask the staff for assistance in removing your child. It is the parent's responsibility to bring the child to the gate, or through the office, and sign in.

Children are not allowed to run or play in the parking lot, nor climb the gate or fence. Children are not to be left unaccompanied in cars. Please do not ask a staff member to supervise your child, as we will not assume this liability.

The students can not arrive to school with wet or soiled clothes. If an accident happens on the way to school, the adult dropping off the child is responsible for changing the student into clean clothes.

DISMISSAL & PICK-UP POLICIES

Classes are dismissed in the following order: 3A & 3B at 1:30 p.m., 4A & 4B at 1:45 p.m., 4C at 2:00 p.m., KA at 2:15 p.m. Children will be dismissed at the front gate as they are signed out by the parent or other designated person.

We will ask for photo identification from anyone we do not know. If your child is going to be picked up by another person on a regular basis, please make sure that their name and copy of their I.D. are on file in the office. If someone else is picking up your child on an occasional basis, or on a given day, you must inform the office in advance and in writing. We will check their I.D. and make a copy to be placed in your child's record. No child will be released unless the adult shows proper identification AND authorization.

Students that are not picked up on time (within 5 minutes of dismissal), will automatically be sent to Extended Care, and parents will be responsible for payment of \$10.00 – \$15.00. Parents are requested to be punctual when picking up their children. Please let the office know if you are going to be late.

Students not picked up from Extended Care by 5:05 pm will automatically be charged a late pick up fee of **\$2 per minute**. On days when Extended Care is not offered (see calendar), the late pick up fee will be **\$5 per minute**, it will be charged after 5 minutes of class dismissal (3A/3B = 1:35 pm, 4A/4B = 1:50 pm, 4C = 2:05 pm, and KA/TK = 2:20 pm) for students that haven't been picked up.

Students who are being picked up early will not be dismissed from class until an authorized adult is in the office. We cannot have children waiting in the office.

The school is a **cell phone free zone**. Cell phone use while driving is illegal and puts our students in danger. It will not be tolerated. The individual responsible for picking up or dropping off your child needs to be fully aware and not distracted with their cell phones. Being cell phone free while on campus is important because, you are available to your child's teachers and you acknowledge your child during good byes and hellos without any distractions. You can help to ensure that your child has all of his/her correct belongings as well. We appreciate everyone's support in helping keep our children safe.

There are only 4 restrooms in the school; 2 student restrooms and 2 adult restrooms. Due to this, during pick up, we cannot allow parents to use the restrooms for changing their children into other clothes (sports, uniforms, swimming trunks, etc.) unless they have soiled their clothes due to an accident. Please plan accordingly, and thank you for your support. Parents, please do not leave your child(ren) unattended after picking him/her up, even when using the restroom.

CAR SEATS

The law requires that children use car seats. We will not dismiss any child unless there is a car seat in the vehicle. If you do not have one, you may borrow one from the school, by leaving a \$20.00 deposit that will be returned to you when the car seat is brought back to the school. If someone else is picking up your child, please inform him/her of our policy and the law.

Bonita Learning Academy staff may not install car seats. Please instruct any person picking up your child on proper car seat installation.

Please inform all parties responsible for your child of our arrival and pick-up policies.

NOTE: We request that you do not ask the teachers or the office to relay any personal messages to other parents. Also, please do not ask us to arrange for another parent to pick up your child.

EXTENDED CARE

Before (AM) & After (PM) School Care - Monthly Flat rate \$200.00 (prepaid)

AM - 7:00 a.m. - 8:30 a.m.: \$80.00 per month (prepaid) or \$8.00 per day (invoiced). *

PM - Option 1 - 1:30 p.m. - 2:30 p.m.: \$50.00 per month (prepaid) or \$10.00 per day (invoiced). *

PM - Option 2 - 1:30 p.m. - 5:00 p.m.: \$150.00 per month (prepaid) or \$15.00 per day (invoiced). *

Extended Care incurred will be added to your monthly tuition and paid via *Direct ACH* Payment from your bank account on file.

Daily activities will be as follows:

Before School Care (AM)

7:00 - 8:20 Independent Work: Materials, Library Center and Writing Center.

Students may bring their own breakfast to eat between 7:00 am – 8:00 am. Breakfast will not be allowed after 8:00 am.

After School Care (PM)

1:30 – 2:30 Playground Time/Nap Time
2:30 – 2:35 Extended Care Transition
2:35 – 3:15 Homework Help
3:20 – 3:40 **Snack Time**
3:45 – 4:15 Schedule Activity (See Below)
4:15 – 4:45 Playground Time
4:45 – 5:00 Dismissal Time

Please do not pick up your child during nap time (1:35 pm – 3:10 pm) if he/she is a napper, nor during snack time (3:20 pm – 3:40 pm). The school closes at 5:05 pm SHARP, any parent (authorized adult) still on campus with their child after 5:05 pm will be charged a late pick up fee. **A late pick up fee (\$2 per minute) will be charged when the parent/authorized adult and child are still on campus after 5:05 pm.**

**We will require a minimum enrollment for this program. If the minimum enrollment is not met, this program may be cancelled.*

Students that nap during extended care will be provided with their own sleeping bag/pad with an attached blanket and pillow. We will not be accepting any personal blankets, pillows nor any stuffed animals for nap time.

PARKING & TRAFFIC

Parking is limited; therefore, we ask that parents be **prompt** when picking up/dropping off children at their scheduled time. Dismissal times are staggered in order to facilitate traffic control and parking. If you have siblings enrolled or if you carpool, the later pick up time applies. We ask that you enter from Bonita Road and exit via Cordelle Lane. Please do not block any driveways or mailboxes. Once children are released to you at the gate, their safety is your responsibility. Please secure them in their car seats promptly. The law requires that children use car seats.

Please follow the directions of our traffic coordinator with regard to slowing, stopping, parking, exiting, etc. When parking, do not block the mailbox, neighbor's driveways, or other vehicles. Once you have parked, vehicle should not be left running while you sign in or out, and **no children should be left alone in the vehicle at any time. Cell phone use in the parking lot is not permitted while your vehicle is on.**

Please park vertically in the spaces shown to maximize space.



ATTENDANCE

Attendance is taken each morning in every classroom. In order for your child to obtain the maximum benefit from our program, it is important that school be made a priority. Please try to schedule doctor appointments, vacations, trips, etc. during non-school times. If your child **MUST** be absent (due to illness or family emergency), please inform the office. In some cases, teachers may be able to send home missed work.

Students that attend 3 days per week must attend school on Mondays, Wednesdays and Fridays. Students that attend 2 days per week must attend school on Tuesdays and Thursdays. Part time students cannot change days unless they change their contract with 30 days written notice from part time to full time (Monday - Friday). Students can not attend school on the days they are not enrolled, even during special events. We must keep the class ratios according to enrollment.

Please note, too, that the first part of the morning sets the tone for the entire school day, so arriving on time is very important to your child's education.

HOLIDAYS

Bonita Learning Academy follows the school calendar of the Chula Vista Elementary District as a general guideline. However, we do not follow the exact dates. The following holidays will be observed: Labor Day, Veteran's Day, Thanksgiving Break, Winter Break, Martin Luther King Day, Presidents' Days, Spring Break, and Memorial Day. Please see the school year calendar on pages 29 and 30. Also, a monthly calendar will be sent via e-mail, showing birthdays, holidays, and other special school events. Customs and cultural traditions from around the world are celebrated and embraced.

MONEY MATTERS

TUITION

The annual tuition (\$9,240.00) for full time (Monday – Friday) is based on 200 school days (\$46.20, daily rate) from July 31st – June 12th and may be divided into 11 or 12 equal monthly payments, regardless of the holidays or periods of absences. Each tuition payment is due on the 1st of each month. All payments must be made through ACH Direct payment from a checking or savings account. Tuition paid through a recurring credit card will incur a 4% processing fee. Part time rates are also available:

Rates	Daily Rate	# Days	Annual Tuition	12 monthly payments (July-June)	11 monthly payments (August - June)
5 days (M-F)	\$46.20	200	\$9,240.00	\$770.00	\$840.00
3 days (M, W & F)	\$60.00	120	\$7,200.00	\$600.00	\$655.00
2 days (T & TH)	\$67.50	80	\$5,400.00	\$450.00	\$491.00

A late fee of \$50.00 will be charged for any payment received after the 10th of each month, and an additional \$50.00 will be charged every 30 days for as long as the account remains unpaid. Accounts more than three weeks in arrears will result in your child being immediately disenrolled until payment is made. Full tuition is due regardless if your child is absent or on vacation.

SUBSIDIZED TUITION PAYMENTS

If tuition is being funded through a state or county program, we ask that you submit a tuition deposit of \$840.00, which will be held and returned to you at the end of the school year, after we have received the final payment from the funding program. **Attendance sheets must be completed regularly.**

DISCOUNTS

Parents who wish to pay tuition for the entire school year in advance will receive a 5% discount. Families with more than one child in the school are entitled to a 10% per month sibling discount for the second child. **Discounts are only available to families whose children attend school full time (5 days per week).** Only one discount may apply per family.

RETURNED CHECKS POLICY

When enrollment fees are paid by check, there will be a \$25.00 charge for any returned check along with a \$50.00 late fee. The replacement payment must be made with a cashier's check or cash. If we receive a second check that gets returned the charge will be \$35.00, all subsequent payments must be made with a cashiers' check, money order or in cash.

RATE & TUITION CHANGES

If any changes occur, Bonita Learning Academy will inform parents in writing at least 30 days in advance. Tuition may be subject to a 5% increase each school year.

WITHDRAWAL

Parents are liable for the entire month's tuition regardless of the number of days the child attends. Withdrawal from the school requires written notification, 30 days in advance. Fees for registration, books and materials, as well as the August deposit paid upon enrollment, will not be refunded. A parent who withdraws a child after May 1st is liable for tuition payments for May and June.

EXTRA EXPENSES

Your child's tuition, enrollment fee, and uniform, together ensure that your child receives his/her full enriching school experience. You will not be expected to fundraise or pay additional expenses during the year. There are however, a few voluntary opportunities/items that you may wish to purchase for your child. They include the following: school pictures, field trips, special events' fee and books from the

book fair.

P A R E N T I N V O L V E M E N T & V I S I T O R S

We invite you to visit the school at any time during the facility's operating hours. Office hours are: Mondays through Fridays from 8:30 a.m. to 4:00 p.m. and Thursdays from 8:30 a.m. to 6:00 p.m. We encourage you to participate in the teacher-parent conferences to follow your child's progress, and also to attend the presentations, festivals, and events throughout the year that the children prepare especially for you. We welcome any ideas you might have to improve our programs. If you would like to observe a class, please make arrangements with the office in advance, and please do not bring other children with you. We want to maintain open communication with you; if you have questions at any time, please contact the teachers and/or the school administration.

Please do not ask the office to let you speak to your child over the telephone. Emergency situations should be handled through the administration. Also, please note that we do not allow children to bring or use cell phones.

ROOM PARENTS

Our room parents play an important role in helping with classroom celebrations, school events/activities and emergency communications. Their support and participation is absolutely needed, and is greatly appreciated. If you would like to serve as a room parent for your child's class, please let the office know. Even though we try to give everyone a chance to participate, we cannot guarantee a position. All parents, of course, are encouraged to support our class activities.

Room parents are not authorized to handle complaints or concerns; these situations should be directed to the Administration.

VOLUNTEERS

We welcome parents or relatives who want to volunteer at Bonita Learning Academy. However, even though we would like all interested to assist, only a certain number of volunteers are needed. At certain busy times of the year, or when the children go on a field trip, we may need extra parent help. A sign-up sheet will be made for these occasions. Regular volunteers are required to make a long-term commitment and obtain clearance from LiveScan, which includes fingerprinting, and a background check. If you are interested, please contact the administration.

Aside from parent volunteers, we have several volunteers that come to us from affiliations we have within our community including the Southwestern College Child Development Department, or the AmeriCorps program. Typically, these volunteers are studying to become teachers. Their duties within our school are to aid our teachers and staff so that they can become familiar with the responsibilities that they will eventually be given as teachers. Please be assured that all volunteers have been thoroughly background-checked through their organizations.

Despite all background checks, it remains our strict policy that volunteers, including parent volunteers, never take the place of any of our teachers, or are ever left alone with any child.

PARENT/TEACHER RELATIONSHIPS

When working with young children, it is inevitable that some parents and teachers form strong

relationships with one another. However, in order to maintain our desired level of professionalism, we ask that parents respect our policy of encouraging staff to maintain only professional relationships with the parents of students enrolled at Bonita Learning Academy. We do understand that there may be occasions where families enjoy celebrating with our staff. On those occasions, we request that the teaching staff and administration be invited as a group, and encourage you to organize this through the office.

SHARE YOUR TALENTS!

Do you sing, dance, play an instrument, or have an unusual talent? Don't be shy! We welcome parents and others from the community to share their special skills with the children at B.L.A. Let the teacher or the office know, and we will plan for you to come at your convenience. Each year, we observe COMMUNITY HELPERS week, when we ask parents to come into the classroom and present, share information and/or a demonstration regarding their jobs. Thank you for your involvement. We will notify you when it is time to sign up for this fun activity.

ASSEMBLIES

We hold six school-wide assemblies for all the students and staff to attend. The assemblies give the students the opportunity to present to the school in a group something they've learned during the month. These presentations help give BLA students the confidence and courage to perform in front of their peers. After the presentations, each teacher will acknowledge one student from their group with a "Certificate of Recognition" for their accomplishments, improvements, commitments or model behaviors (not limited to). The parents of students receiving a certificate will be invited to attend the assembly. **Not all children will be recognized during the year, students receiving an award must be a role model in both academics and behavioral.**

SPECIAL EVENTS

During the year there will be important events that parents are expected to attend. These events include: Parent/Teacher conferences (3 times per year), Open Classes held in December, and the Mommy & Me Yoga event in May for all BLA moms. The dates for these events are on this year's annual calendar that is located on our website and at the end of this Parent Handbook. It is important to be on time to all of these events. Should you arrive late to a conference, you will only be able to meet with the teacher for the remainder of the allotted time. Should you be late to your child's Open Class presentation or Mommy & Me Yoga, you may not be allowed to enter the class. It is difficult for some students to be in front of a crowd; we want to avoid any distractions that could affect their confidence. We appreciate everyone's support in attending these 5 events and by being on time.

BLA ALUMNI

BLA Alumni are allowed to volunteer at Bonita Learning Academy, when they demonstrate a level of maturity and responsibility that requires minimum supervision and a minimum age of 12 years old. Any volunteer that causes the school more work than help, will be asked to not return until they have matured enough to be a volunteer. BLA Alumni are allowed to visit the school at 1:00 pm during snack time, advanced notice must be given.

SIBLINGS

Siblings not enrolled at Bonita Learning Academy cannot be dropped off for any period of time. Siblings must remain with parents at all times and not left on the playground at any time nor unsupervised throughout the campus. We have strict ratios; we will not care for children that are not

enrolled in our program. If a sibling **is** enrolled in our program and missed school (sick, appointment, etc.), your child can not be dropped off for Extended Care while you wait for your other child to be dismissed.

HEALTH & SAFETY

SCREENINGS

Vision - During the school year our children are vision screened by California-Hawaii Elks. This service is made available through special funding. Should funding not be available to support this organization, the services will not be scheduled during the school year.

Lice - Should there be a lice outbreak, the school will contact Lice Clinics of America (858-249-8337) to conduct a head lice screening on all of our students.

SICK CHILDREN

Children who are ill with a contagious disease or fever must stay at home. If your child exhibits any of the symptoms listed below or any other condition that appears to be making the child ill, and/or endangering the health of other students, you must pick up your child within ONE HOUR of being notified by the school. In addition, state law requires that children be free of symptoms for 24 hours before returning to school.

Please keep your child home with these illnesses or symptoms:

Fever, signs of possible severe illness, uncontrolled diarrhea and/or vomiting, mouth sores, rash, purulent conjunctivitis, infestation (e.g., scabies, head lice), tuberculosis, impetigo, streptococcal pharyngitis, varicella, shingles, pertussis, mumps, hepatitis A, measles, rubella, or ringworm.

Please do not give your child Tylenol or other fever reducing medicine and then send him/her to school, as the disease/illness is only “hidden” but might still be contagious. Those with any contagious condition and/or signs of such illnesses are to be kept at home until all symptoms have cleared. Please notify the school of any contagious disease to which your child might have been exposed, as well as any prescription medication being taken.

If for any reason your child requires medication to be given during the school day, we must have written authorization signed by you. Bonita Learning Academy reserves the right to require a child to seek medical consultation before returning to school. In these instances, a doctor’s note will be necessary to reenter the school.

MEDICATION AT SCHOOL

When needed, medication may be administered to students during the school day under the following guidelines:

- All medications must be delivered to an Administrator upon arrival. Classroom teachers may not accept medicines.
- A parent must complete and sign the consent form with child’s name, date,

- type of medication, amount, and times medicine is to be administered.
- Prescription medications must be in the original prescription container and be labeled with the child's name from the pharmacy.
 - Nonprescription medications must be labeled clearly with the child's name and expiration date.
 - Both prescription and nonprescription medications will be administered in accordance with the label directions. Any requests to alter dosing instructions must be in writing and signed by the child's physician.

Sunscreens, insect repellent, creams, or other similar non-medicinal products may be applied at school with written permission. The parents must provide all such products.

NO SMOKING

For the safety and well-being of our children, Bonita Learning Academy is a smoke-free environment. Smoking is not permitted in, on, or around the campus. This includes the parking lot. **If a family member smokes at home, please take the necessary steps so that your child is not around the smoke and does not smell like cigarette. We have children with allergies and the smell of second hand smoke is unhealthy for everyone.**

BEHAVIOR & DISCIPLINE POLICY

The goal of our program is for children to develop self-discipline. Until this is accomplished, we believe that external structuring and assistance is helpful in varying degrees.

Each teacher has a concept of what constitutes good classroom management, and is able to correct negative behavior in most situations. When an exception arises that causes the class group to be disrupted, or a student chooses not to obey the class rules and/or cooperate with the teacher, the teacher will assist the child in redirecting the behavior. The administration and other support teachers may also support if the child's negative behavior escalates. If the problem is not resolved or is very serious (involving injury and/or potential injury to the child or others), the Principal will use her judgment with regard to what happens next, as each situation is unique. At no time will any student be disciplined by the use of: corporal punishment (spanking), humiliation, verbal, physical, or emotional abuse. In general, most unacceptable behavior can be re-channeled by using one of the following techniques:

- Re-direction/distraction
- Ignoring attention-getting misbehavior
- Re-organizing the activity which caused the problem
- Reminding and praising positive efforts

We understand and consider a child's age and the circumstances leading up to the problem before deciding on a course of action. Parents of a child who repeatedly violates rules, or continually disrupts the class group and/or is not contributing to the general well-being of the school will be contacted. Parents will be notified, and a meeting will be scheduled so that we can work together to help the child.

Any student who willfully hurts or injures another student will be sent home immediately, and may not return until there has been a meeting with parents.

UNACCEPTABLE BEHAVIOR

- Hitting, fighting, wrestling
- Biting
- Threatening or “bullying”
- Spitting
- Hurting another student or teacher on purpose
- Destruction (or stealing) of property
- Obscene language or gestures
- Repeated disobedience/disrespect
- Repeated classroom disruptions

Play that involves real or imaginary violent toys, or weapons, such as swords, guns, knives, etc., is not acceptable in the school and parental support of this policy is expected. **A student may be sent home, suspended, or withdrawn from the school at the request of the Administration, should behavior problems not be resolved after repeated attempts.**

Families are encouraged to support good behavior.

As previously mentioned, the first two weeks of school are considered to be a probationary period for all students. If we should find that your child is not socially or emotionally ready for our structured, academic environment, we have the right to disenroll the child -- in which case, tuition is prorated according to days attended, and refunds made as needed. You will be welcome to re-apply in the future, should you wish to do so. Please note that the enrollment fee is **non-refundable**; however, all books will be given to the student.

WHEN THERE IS A BEHAVIOR PROBLEM

It sometimes happens that, after the probationary period has passed, a situation arises wherein a child will begin to behave in an unacceptable manner, resist attempts to modify behavior, and becomes a danger to himself, teachers, or classmates. If behavior is disruptive to the class as a whole, it cannot continue. In such a situation, the school will contact the parents and set up a meeting to develop a plan for resolving the problem. BOTH parents (or primary caregivers) must attend this meeting, in order to ensure that all concerned parties clearly understand the discussion. During the meeting, we will document the issues and the recommendations, as well as implement a clearly stated timeline for improvement, with short and long-term goals. All parties present will be given a copy of the documentation, and asked to sign it to indicate that they have read and understand the plan.

The school may refer the family to a licensed behavioral health practitioner, and may require that the child not return to school until we have received a report from the specialist. Payment for services with a specialist is the responsibility of the parents/guardians. It is possible that the specialist might decide that our school is not the best "fit" for a particular child, in which case, the parents will be asked to withdraw the child from our program. All appropriate refunds would be made, of course. The specialist may have specific recommendations for the parents, teachers and child to follow. Should the family decide not to cooperate with the referral to, or the recommendations of the specialist, the school reserves the right to disenroll the child from our program.

EMERGENCY PREPAREDNESS

We are continually striving to ensure the optimal safety and security of your children at Bonita Learning Academy, in both our Preschool and Kindergarten and in our Afterschool Spanish Programs. We want to share some updated information with you regarding our emergency preparedness plan in our efforts to

maintain this safety. Please read the information below thoroughly and return the requested items that will serve as part of your child's emergency kit.

EMERGENCY PREPAREDNESS TRAINING

All of our teachers are required to complete classes in CPR, First Aid, and emergency preparedness yearly. Additionally, we have regular staff meetings and discussions to ensure we are prepared in the unlikely event of an emergency. Our teachers have been assigned tasks and areas of responsibility to ensure student and school safety.

EMERGENCY SUPPLIES

Each of our classrooms has first aid kits and our school has extra emergency supplies including potable and non-potable water to help care for the needs of our students and staff. We follow the guidelines of the County of San Diego Office of Emergency Services to be able to feed and care for all our students and staff for at least 72 hours.

COMMUNICATION

All of our staff have cell phones, and we have a landline in our office that enables us to communicate with you and our staff. If there is an emergency, please follow the recommendations included in this letter. Please do **NOT** call our school office, as we will need the phone lines free so we can communicate with parents and the appropriate officials, if needed. Our first priority is to address student needs, therefore we may need our room parents to update you if we are unable to do so. Updates will be provided to you via text and/or email.

ALARM SYSTEM

We have a centralized alarm system that helps ensure the security of our school. It is equipped with direct contacts to the fire department and police department to bring quicker service. We also have a manual alarm system, and bells throughout the school that are sounded to help practice our drills, and signal in case of emergency.

EMERGENCY DRILLS

Emergency drills including fire, earthquake, lock down, and evacuation are practiced on a regular basis with the children. It is important for all parents and anyone designated to drive children to and from school to understand that during a practice drill or an actual emergency, our children and staff gather first in the parking lot of the school.

In the event that an emergency occurs during arrival or dismissal, it is important for you to know that we will stop all traffic in the parking lot as well as keep any cars from entering Cordele Lane from Bonita Road. In such cases, please ensure that any children accompanying you remain in their car seats for their safety. It may be helpful to program the evacuation/reunion locations in your phone, or keep them in a secure location in your car.

Please remember the following important points during a drill:

- If you are parked in your car, stay where you are, and turn off your vehicle ignition.
- If you are driving in our lot, pull over, and turn off your vehicle ignition.
- If you are on Bonita Road waiting to get into the parking lot, stay in the center lane and put your hazard lights on or go around the block. DO NOT ATTEMPT TO PULL INTO CORDELE LANE. A staff member will be at the corner directing you not to pull in.

E V A C U A T I O N / R E U N I F I C A T I O N L O C A T I O N S

On the map below, our school is shown as **Location A**. We will remain here or in the school parking lot if our school site is safe. In the event of an emergency which causes the school building to be unsafe, the teachers will walk the children to one of the predetermined evacuation sites below. Please see the other locations on the map below; they are identified with corresponding letters. If there is a flood, or the

Sweetwater Dam breaks, resulting in excess water on site, please go immediately to **Location D**, our flood evacuation site that is on higher land.

Location A. Bonita Learning Academy

Location: **3368 Bonita Rd. Chula Vista, CA 91910**

Should this location not be safe or accessible for any reason, please go to Location B.

Location B. Sweetwater Regional Park

Location: **3121 Bonita Rd., Bonita, CA 91910**, Northeast from Soapy Joes Car Wash. *Should this location not be safe or accessible for any reason, please go to Location C*

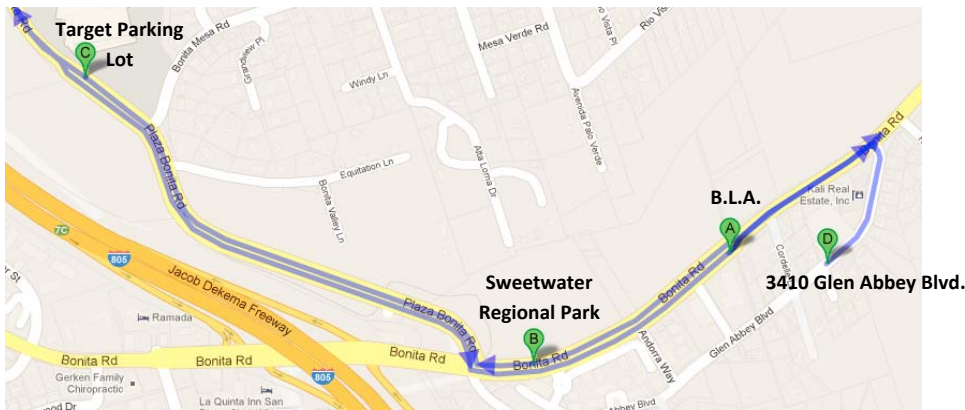
Location C. Target parking lot in Plaza Bonita

Location: **3060 Plaza Bonita Rd., National City, CA 91950** in the most southeastern side of the Plaza Bonita Mall. Our meeting place will be in the grass triangle area where Plaza Bonita Rd. and Bonita Mesa Rd. meet.

Should this location not be safe or accessible for any reason, please go to Location D.

Location D. Flood Evacuation Site- 3410 Glen Abbey Blvd, Chula Vista, CA 91910

Location: As you are going east on Glen Abbey Blvd. take a right at 3410 Glen Abbey Blvd. and head south. The street is still considered Glen Abbey Blvd. Our meeting place will be on this street up until the end of the cul-de-sac.



ASSISTANCE FROM HOME

To help ensure our student safety we request a few items from you. Please assist us with the following:

1. Please ensure that when you sign your child in and out of school you clearly **PRINT** the first initial of your first name and your full last name. EXAMPLE: S. SERRANO. This serves a few purposes: it allows us to read the name legibly, it informs us who dropped off/picked up a child, it helps us identify who is at our school, and it is a mandatory requirement of licensing.
2. Please keep your emergency form current, and update it if there are any changes. Please include at least three current phone numbers i.e. (cell, work, and home number of each parent).
3. Please bring a one-gallon zip lock bag with your child’s name clearly marked on the front. (We will NOT accept another size.) Place three pairs of socks and three pairs of underwear in the bag. These will serve as part of his/her emergency supply clothes in the unlikely event of an emergency. We also have extra, recycled uniforms and store them on site for all age groups; they will serve as extra clothing if needed.
4. If your child takes prescription medication, please provide a three- day supply with the original prescription

or a copy to our school.

5. Download the SDEmergency Application for emergency preparedness and up to date news.

Medications and emergency clothing bags will be returned to you at the end of the school year. If your child is returning to our school for the 2019-20 school year, you have the option to leave his/her emergency bag for the upcoming school year.

SUGGESTIONS AFTER AN EMERGENCY

- In the unlikely event of an emergency, it is important for you and your children to return to normalcy, and regular, daily routines.
- Limit children's exposure to violent media and avoid over exposure to emergency events or disasters.
- Remain sensitive to conversations; keep them appropriate and limited according to a child's age.
- Help your child identify, label, and express feelings, and remain present so he/she can share them with you.
- Help your child feel safe. Share that at home and your child's school, family, and staff are doing everything to ensure his/her safety.
- Remain prepared and knowledgeable of safety plans and procedures at home and at school. The following local website may be helpful to you; it shares information in both English and Spanish: www.sdcounty.ca.gov/oes

Please share this information with all of the people designated to drive your child to and from school, and all of the people listed on your emergency card.

In the event that the school must close operations due to a natural disaster, we may add the cancelled days to the end of our school calendar, up to one week, at the administration's discretion.

LUNCHES

Lunch must be sent each day in a bag/container clearly marked with the child's full name. Also label your child's ice packs. We strongly encourage simple, nutritious lunches that adhere to USDA's CACFD Meal standards as shown below.

Lunch and Supper Meal Patterns

	Ages 1-2		Ages 3-5	
	Previous	Updated	Previous	Updated
Milk (Dairy; yogurt, cheeses)	½ cup	½ cup	¾ cup	¾ cup
Meat and meat alternates (Protein; beans, lentils, etc.)	1 oz	1 oz	1 ½ oz	1 ½ oz
Vegetables	¼ cup	⅛ cup	½ cup	¼ cup
Fruits		⅛ cup		¼ cup
Grains	½ serving	½ oz eq	½ serving	½ oz eq

Our school believes strongly in reducing the amount of sugar that children eat. We ask that parents be mindful of this, and send lunches that adhere to this philosophy. Food should be easy to unpack, eat, and repack. The school cannot store any food in the refrigerator nor heat up any items. Please, no glass containers! Students under the age of four should not bring the following foods for lunch, these may pose as a choking hazard; whole hotdogs or sliced in rounds, whole grapes, popcorn, raw peas, hard pretzels, chunks of raw carrots or meat larger than can be swallowed whole. The school is a nut-free campus, please do not send any nut items in your child's lunch.

Bonita Learning Academy provides a snack for PM Extended Care students from 3:20 pm to 3:40 pm. Children with special diets (Vegan, organic, gluten free, etc.) will need to bring their own snacks for PM Extended Care. Any child that asks for food and does not have his/her own food, will not be denied food. Special diets may not be accommodated in these cases, food allergies will be avoided.

PLEASE DO NOT SEND

"GOGURTS" - or any other yogurt packaged in a tube, as it is difficult to open and to eat without help. Do not send candy, gum, cookies, or sodas. These foods/beverages have a high sugar content and provide no nutritional benefit. Please provide other healthful alternatives. No foods that require a microwave or that need to be heated.

PRODUCTS OR FOODS CONTAINING NUTS ARE PROHIBITED. WE ARE A "NUT FREE" SCHOOL.

Children will be encouraged to eat their "main dish" first; however we will not force a child to eat their food in any particular order. Therefore, do not send food or snacks that your child can eat "only after the good food". The school provides a fresh, healthy snack for every child later in the day.

SPECIAL DIETS

Please contact the office if your child is allergic to certain foods, so we can inform our staff and help secure your child's safety. Should your child have a special diet, such as gluten free, organic, vegan, etc., we will ensure that he or she aren't given any food(s) they're not allowed. However, the school will not purchase any substitutes for these students.

EATING LESS SUGAR

Our school believes strongly in reducing the amount of sugar that children eat. We ask that our parents be mindful of this, sending lunches that keep this philosophy in mind. To accomplish this, we ask that you send water instead of juice or sweetened milk, pack a balanced lunch with at least one protein and one healthy carbohydrate, and send only healthy sweet treats like fruits and whole grain muffins.

FORGOTTEN LUNCHES

In the event a child forgets his/her lunch at home, a **snack** will be provided by the school for a fee of **\$4.00**. This is to be used for emergencies or forgotten lunches only and is not to be used by families as a substitute for preparing lunches at home.

GENERAL POLICIES

PARENT COMMUNICATION

It is essential that we maintain ongoing contact between the school and home. Most of our communications will be done via email. You are strongly encouraged to read the weekly email for your child's class group, as it contains homework assignments, as well as information and suggestions related to the weekly theme. It is mandatory that every family has a working email that is checked regularly. We also require that you update us regarding any phone and/or address changes. Although we are a bilingual school that celebrates all cultures, we are still an American school. Therefore, all communication will be done in English. However, anyone who does not understand English may inform the administration so that B.L.A. may send all communication to you in the language that you understand.

Should a situation arise in which a parent becomes upset, it is important to maintain his/her temper while in or around the school. The school is not a place to yell or show loss of temper. This type of behavior could frighten students. As adults, we have the responsibility to set a good example for the students in a respectable and responsible manner. The administration will not meet with any parent who is not calm, who is disrespectful, or unwilling to resolve an issue.

We ask that parents do not contact teachers or staff outside of school with regard to their child or any school matters. Bonita Learning Academy is not responsible for the validity of conversations held off campus during outside social events, through social media, or staff's personal emails/phones/texts.

UNIFORMS

Students must wear the school uniform at all times. Please make sure that all clothing is clearly marked with your child's full name.

Our list of school uniforms are as follows:

Tops: **BLA Logo embroidered** polo in white or hunter green (short or long sleeve). Girls Jumper Dresses must also have the BLA Logo. White turtle necks are allowed under polos during cold days. No T-shirts of any kind are allowed as part of the uniform.

T-shirts and tank tops may only be used as an under shirt.

Bottoms: Solid khaki (no cargo style allowed) pants, shorts, jumper, skorts, or skirts with shorts. We ask students to wear shorts underneath their skirts and jumpers.

Shoes & Socks: White, black, grey, brown or navy blue closed toed shoes without any designs, characters, or lights. They must be comfortable and safe for walking, running, and sitting. Shoes with Velcro closure are necessary for children who cannot tie their own shoe laces. White, navy, or black socks that cover the ankles must be worn (No-show socks are not allowed). Stockings or leggings may be worn if they follow the above color guidelines.

Sweaters & Jackets: Solid navy-blue cardigan with B.L.A. logo is a mandatory item that all students must have. If you do not have one you can purchase one from the school office for \$38.00 (plus tax). Sweaters purchased through the school will include the school logo and the student's name. If you have an old B.L.A. sweater without your child's name, you may have it embroidered at the beginning of the school year through Miss Sylvia for \$10.00. Other clothing for colder weather includes: solid, navy blue jacket, sweater, or blazer (plain with no brand name logos).

REQUIRED ITEMS

The school tote bag is a part of the uniform and is a required item. For new students, the tote bag is included in the enrollment fee. Anyone needing to order a new tote bag can purchase one in the school office for \$20.00. Returning students may use the tote bag from the previous year.

NOTE:

- Children must wear their full uniform every school day.
- All uniform items must have your child's full name clearly marked on the inside tag. Any shoes or clothing that displays characters, designs, or lights will not be permitted.
- Items that have logos (except B.L.A.'s), designs, cartoons, drawings, lights or a color not part of the uniform may not be worn.
- Belts are not permitted.
- Wipes are not permitted for bathroom use. Regular toilet paper must be used. Wipes will only be used for bathroom related accidents.

Preschool 1 groups (3's) must bring an extra change of clothes including two pair of underwear and two pair of socks to be kept at the school. We have additional clothes (tops & bottoms) for accidents.

Students should not wear any make-up, nail polish, or visible temporary tattoos. Simple baseball type hats may be worn outside during lunch and recess. Hair should be clean and well groomed, and of a natural color. Hair should be neatly pulled back from the face. Parents of students with extensions/braids should have it at a length that isn't too heavy for the child's head. Beads need to be away from the child's face and comfortable for nap time (extended care nappers). Beads must be secure, to prevent from falling off, which may cause a choking hazard.

Please ensure bottoms (shorts, pants, and skirts) can be taken on and off independently by your child. Elastic waistbands are very helpful and can assist with avoiding accidents that snaps and buttons sometimes cause. Please consider elastic waistbands when making your uniform purchases.

ITEMS NOT TO BE BROUGHT TO SCHOOL

Children should not wear jewelry, such as rings, bracelets, chains or watches as these are very easy to lose and can cause distractions. Cell phones and other electronic devices are not allowed at school. Toys are also not permitted at school. Bonita Learning Academy cannot assume responsibility for loss or damage to personal items brought to school by students.

SHARING DAY

Please do not permit your child to bring toys, stuffed animals, pets, or other objects to school without first obtaining permission from the teacher. "Sharing Day" in each class is on Friday. On this day, children may bring an item to show to the group. Sharing items should be relative to learning (related theme of the week, season, a book with your child's favorite page picked out, items found in nature, craft made by your child, pictures, etc...) If you have questions, please check with the classroom teacher concerning the guidelines.

PLAYGROUND

Our playground is large and well equipped with a variety of gross and fine motor skill activity centers. The base of our playground is sand, which provides a soft surface as well as a fun material for building, scooping and pouring. The sand is raked and watered on a regular basis. We require all students to wear closed-toe shoes and socks to school, and they are taught to remove sand from their shoes after recess. There are never more than two classes on the playground at any given time, and classroom teachers and aides are always present to supervise.

PHOTOGRAPHS

By signing the acknowledgment of the Parent Handbook page at the end of this document, you authorize Bonita Learning Academy to photograph/videotape your child during school-related activities. Photos may be used for in-house events, publicity or promotional purposes in any media.

During the year, a professional photographer will come to the school to take pictures of all students and staff. These pictures will be made available for sale to parents. On picture day all students must wear a **white polo with their BLA cardigan sweater**. Hair must be well groomed without any distracting hair designs such as; mohawks, spiked hair or shaved art. Hair must be away from face. If a child is absent on picture day, it is up to the parent (not to the school) to make arrangements with the photographer for pictures to be taken on another date.

USE OF PICTURES & VIDEOS

Parents are welcome to take pictures and videos of their child at school and during school sponsored events. However, we prohibit posting these pictures or videos of any Bonita Learning Academy student (other than your own) or teacher online. This includes all social networking sites, video sharing sites, blogs, or any other websites.

BIRTHDAYS & CELEBRATIONS

We try to make birthdays special for our students, yet easy on our parents. We do recognize each child at school on his/her birthday, however, we only have one birthday celebration per month - the third Wednesday of every month. This celebration will include all children whose birthdays are in that month. Parents of birthday children are encouraged (optional) to work together to provide a snack for their child's group following the "Birthday Snack Menu" options available below. **Parents will be required to serve and clean up. B.L.A. staff are not allowed to serve food during birthday celebrations and holiday events.** Balloons and goodie bags are not allowed.

Birthday Snack Menu

Option#1
Mini Donuts



Option#2
Mini Muffins



Option#3
Mini Paletas



Option#4
Fruit Cups



No Frosting of any kind allowed! No other size accepted other than Minis.

To avoid hurt feelings, if your child is having a birthday party outside of school that will not include all classmates, invitations may not be handed out on campus. Also, please do not distribute "Thank You" cards at school for the same reason. Please do so privately outside of school or by mail. Birthday gifts may not be brought to school. Teachers may not distribute gifts, nor may gifts be given out at drop off or pick up.

FIELD TRIPS

Some of our classes may take a field trip as part of the educational program. Responsible adult supervision is provided, and parents are always welcome to join us. You will be notified in advance of any planned field trips or activities outside the school as well as potential, associated fees. A permission slip will go home detailing the event, and it will need to be signed in order for your child to participate. If you would prefer your child not to participate, please let us know in advance.

If we need to make a change of schedule or a cancellation due to circumstances out of our control, such as weather conditions, we will notify you as soon as possible of the changes, however, we may not be able to provide prior parent notification.

TRANSPORTING OF CHILDREN

Teachers are not allowed to transport students, except on field trips or in an emergency. No child will be allowed to ride in any vehicle without a car seat. This is the law. Anyone needing a car seat may borrow one from the school by leaving a \$20 deposit, which will be returned when the car seat is returned.

SCHOOL DIRECTORY

The school directory is for the exclusive use of our B.L.A. families. We ask that you respect the privacy of others by not sharing anyone's personal information. We will only publish the data that we have permission to distribute. The use of our directory should never be for marketing purposes. Failure to follow this rule may subject you to legal action, or may result in the permanent dismissal of your child(ren) from our program. We are very grateful for the cooperation and support that we continue to receive from our families in making the directory, and appreciate your cooperation in respecting family confidentiality and privacy.

NON-SOLICITATION/CONFIDENTIALITY POLICY

Bonita Learning Academy respects the rights of all our families, and will not share information with any party without previous authorization. This includes public or private corporations.

NATURE WALKS AND ANIMAL GUESTS

We encourage students to be in contact with nature by taking walks and having petting animals visit the school in a supervised environment. If your child has any allergies to a particular animal, please let us know. All school pets have current immunizations, and are regularly washed, groomed, and vet-checked.

ANIMAL POLICY FOR VISITING PETS

Family pets that wish to visit our school must be arranged ahead of time in the office. In some cases, and with approval, small caged animals may visit for the day (i.e.: hamsters and birds). Larger pets, like dogs or cats, may visit for a short period with permission only, and must be accompanied by a parent at all times. Pets that accompany family members at drop off and pick up times may not enter the school without a leash or carrying case, and need to be under the control of a responsible adult at all times.

RIGHTS OF STUDENTS AND PARENTS

Each family received, upon enrollment, a copy of Notification of Parent's Rights (LIC 995), and Personal Rights (LIC 613). If you do not have a copy, you may ask for one in the office.

ARBITRATION/EXPENSES INCURRED

Arbitration - Mindful of the high cost of litigation, not only in dollars, but also in time and energy, the parties intend to and do hereby establish the following out-of-court alternate dispute resolution procedure to be followed in the event any controversy or dispute should arise out of, or relating to this agreement. If a dispute develops between the parties to this agreement, the parties will submit to binding arbitration to address any controversy or claim arising out of, or relating to this agreement or relating to any other changes or addendums to this agreement. The Arbitration will take place in Downtown San Diego through the American Arbitrators Association.

Recovery of Expenses Incurred. As part of the Arbitration Award, the arbitrator(s) shall allocate the fees and costs of the arbitration along with reasonable attorney's fees and other reasonable costs and expenses to the prevailing party in any manner that the arbitrator(s) considers to be reasonable.

OTHER PROGRAMS

AFTERSCHOOL SPANISH PROGRAM

We are currently offering the following programs for children ages 3 to 15 years old:

- Spanish Language Development and Cultures
- Spanish as a Second Language
- Afternoon Spanish Preschool/Kindergarten

Classes are held on Thursdays from 4:00 p.m. to 6:00 p.m. Placement is done according to the child's age and Spanish abilities. For more information please contact the office.

SPANISH SUMMER CAMP

During Summer break we offer a two-week *Spanish Summer Camp*. During the 2020 summer break, it will take place from June 22nd to July 2nd. Children ages 3-12 years old are welcomed to enroll. Students will have phonics, reading and writing lessons, will participate in fun outdoor team building activities, engaging in Science experiments, and lessons on Environmental Health. This program will be taught in Spanish. Students will be grouped by age.

SCHOOL SUPPORT

B.L.A. collects box tops from several food and paper products for our “Box Tops for Education” program. Please be sure to save yours for our school. You can drop them off in the front office or a monthly Box Tops collections sheet will be e-mailed to you for your child to work on at home and return to the school. www.boxtops4education.org.

B.L.A. is a part of the Scholastic Book Clubs. We have set up online ordering for those of you who wish to purchase books for your home. English and Spanish books are available.

You may log onto Scholastic.com/parentordering. Our user name is: BLAbooks and our password is: WeLoveReading (link available on our website under PROGRAMS/FUNDRAISING). Our school earns free books on all orders!

- Scholastic Book Clubs:
www.scholastic.com/booksclubs
Class Activation Code: HXKQM



Community Services

Emergency	911
Chula Vista Fire Dept.	(619) 691-5055
San Diego Sheriff Dept.	(858) 565-5200
Poison Control	(800) 876- 4766
Family Support Services	(619) 425-6470
Child Welfare Services	(858) 694-5191
YMCA	(619) 691-1331
Animal Control- Chula Vista	(619) 691-5141
Animal Control-Bonita	(619) 263-7741

BONITA LEARNING ACADEMY

SCHOOL CALENDAR 2019-2020

Thur. JUL. 25	Pick up school uniforms. (3:00 p.m. – 6:00 p.m.)
Wed. JUL. 31	First day of school: Preschool 2 (4's) & Kindergarten arrive at 8:30 a.m., Preschool 1 (3's) arrive at 9:30 a.m.
Thur. AUG. 1	Extended Care begins – AM (7:00 – 8:30 A.M.) & PM (1:30 – 5:00 P.M.)
Fri. AUG. 2	Welcome Breakfast for New Parents 9:00 a.m. - 10:30 a.m.
Tue. AUG. 27	BACK TO SCHOOL NIGHT (All families) 7:00 p.m. - 8:30 p.m. NO PM EXTENDED CARE
Mon. SEPT. 2	NO CLASSES (Labor Day)
Mon, & Tues. SEPT. 3-4	ELKS VISION SCREENING (Two volunteers needed per day)
Thurs. SEPT. 5	Afterschool Spanish Program Begins, Thursdays from 4:00 p.m. to 6:00 p.m. (For more information contact Miss Melissa in the office)
Tue. SEPT. 17	Parent/Teacher Conferences for 4A, 4B & 4C (NO CLASSES for 4A, 4B & 4C. REGULAR CLASSES FOR 3A, 3B & K/TK)
Wed. SEPT. 18	Parent/Teacher conferences for 3A, 3B & KA (NO CLASSES for 3A, 3B & KA. REGULAR CLASSES FOR 4A, 4B & 4C)
Tue. SEPT. 24	Conchas with Dads (7:30 am – 8:20 am)
Wed. OCT. 16	Accepting applications for Prospective Students (2020-21 school year)
Thur. OCT. 31	Halloween Costume Day (No extended care)
Mon. NOV. 11	NO CLASSES (Veteran's Day)
Wed. NOV. 27	NO PM EXTENDED CARE (Day before Thanksgiving break)
Thur. & Fri. NOV. 28-29	NO CLASSES (Thanksgiving Break)
Tue. DEC. 3	Open Class Presentation 4A (9:00 a.m. – 10:00 a.m.), 4B (10:30 - 11:30 a.m.), 4C (12:00 – 1:00 p.m.)
Wed. DEC. 4	Open Class Presentation 3A (9:00 a.m. – 10:00 a.m.), 3B (10:30 - 11:30 a.m.), KA (12:00 – 1:00 p.m.)
Fri. DEC. 6	NO PM EXTENDED CARE (BLA staff holiday lunch)
Wed. DEC. 11	Winter Celebration (Christmas, Hanukkah, Kwanzaa)
Fri. DEC. 20	NO PM EXTENDED CARE (Last day before Winter Break)
DEC. 23 – Jan. 3	NO CLASSES (Winter Break)

HAPPY NEW YEAR 2020!! WELCOME BACK!!!

Mon. JAN. 6	CLASSES RESUME
Mon. JAN. 13	Classes Switch Schedule (AM teacher become PM teacher and vice versa)
Mon. JAN. 20	NO CLASSES (Martin Luther King Jr. Day)
JAN. 13-31	RE-REGISTRATION FOR B.L.A. FAMILIES (2020-2021)
Fri. JAN. 31	Last day for prospective students to apply (2020-2021 school year).
Tue. FEB. 4	Parent/Teacher conferences 4A, 4B, & 4C (NO CLASSES for 4A, 4B & 4C. REGULAR CLASSES FOR 3A, 3B & KA)
Wed. FEB. 5	Parent/Teacher conferences for 3A, 3B & KA (NO CLASSES for 3A, 3B & KA. REGULAR CLASSES FOR 4A, 4B & 4C)
Fri. FEB. 14	NO CLASSES (Lincoln's Day)
Mon. FEB. 17	NO CLASSES (Washington's Day)
Fri. MAR. 6	ENROLLMENT FOR FALL 2020 OPENS FOR "ACCEPTED" STUDENT APPLICANTS
Fri. MAR. 20	NO PM EXTENDED CARE (Last day before Spring Break)
MAR. 23 - APR.3	NO CLASSES (Spring Break)
Mon. APR. 6	CLASSES RESUME
Fri. APR. 17	Barnes & Noble Book Fair: Monthly Assembly & Children's Day celebration, 3:00 pm - 6:00 pm (No PM extended care)
Tue. MAY 5	Mommy & Me Yoga 3A (9-10 a.m.), 3B (10-11 a.m.), KA (11-12 a.m.)
Wed. MAY 6	Mommy & Me Yoga 4A (9-10 a.m.), 4B (10-11 a.m.), 4C (11 a.m. - 12 p.m.)
Wed. MAY 13	TEACHER APPRECIATION DAY
Mon. MAY 25	NO CLASSES (Memorial Day)
Fri. JUNE 5	NO PM EXTENDED CARE
Sat. JUNE 6	KINDEGARTEN GRADUATION 10:00 a.m. - 11:00 a.m. LOCATION: TBA
Thurs. JUNE 11	LAST DAY OF AFTERSCHOOL SPANISH PROGRAM (4:00 - 6:00 p.m.)
Fri. JUNE 12	LAST DAY OF SCHOOL, NO PM EXTENDED CARE
Tues. JUNE 16	Parent/Teacher conferences 3A, 4A and KA
Wed. JUNE 17	Parent/Teacher conferences 3B, 4B and 4C
Thur. JUNE 18	School Uniform Sales - Place orders at BLA from 3:00 PM - 6:00 PM
Mon. June 22 - Thur. July 2	SPANISH SUMMER CAMP - Daily Math & Phonics lessons with interactive activities in Science, Art and Team Building Games.

BONITA LEARNING ACADEMY

ACKNOWLEDGMENT OF PARENT HANDBOOK 2019-2020

This is to certify that we, the parents/guardians of _____,
have read and understood the rules and policies stated in the Bonita Learning Academy Parent Handbook and accept and agree to abide by them.

We kindly request that both parents/ guardians sign and date below.

Date: _____

Name of Mother/Father/Guardian _____ Signature: _____

Date: _____

Name of Mother/Father/Guardian _____ Signature: _____

Amendments to this Parent Handbook may be done throughout the year. If they occur, a parent update will be provided.

ERRORS, COMMENTS, AND SUGGESTIONS

We strive to present you with a Parent Handbook free of errors. Please let us know if you find any errors or inaccuracies, so that we may correct them. The parent who finds the most errors will win a free month of extended care (\$80 value). Please use this space below to list any errors that you may find along with the page number, section, and detail. You may also use this section to add your comments and suggestions. We appreciate your assistance. Thank you for your feedback.

(updated 7-25-19)