**Parent Handbook**

**A note from our director –**

Welcome to Banana Fana Preschool ! We are delighted to welcome you into our community.

Our mission at Banana Fana Preschool is for children to learn through direct, hands-on childrens experiences with people, objects, events, and ideas in Spanish and English. Students at Banana Fana preschool impact their own learning by interacting with different materials, each other, and the teachers. Our teachers offer emotional and intellectual support to the students, but also allow children to make and pursue their own decisions. Teachers thus expand children’s thinking with diverse materials in the classroom and nurturing interactions. We help children become more independent, responsible, and confident. This helps them to be ready for school and ready for life.

The information below has been developed to provide parents with information on policies and procedures of Banana Fana Preschool. Please read carefully and contact us to discuss any new ideas, concerns, or questions you may have.

Warmly,  
Gloria Morales Nova

**Program Rules & Policies**

**Enrollment Confirmation**

Please note that our program is a Year-round program, but we do have an official start of a new program year each fall. Our program enrolls on a monthly basis as space allows. Regardless of when a child enrolls, they are subject to any updates to policies as they occur.

Enrollment contracts will auto-renew each month unless parents give sufficient notice to terminate or there have been any changes to policies or pricing (at the discretion of the Director), in which case parents will sign a new contract.

If there are any changes to pricing, the Banana Fana Preschool team will provide new rates with at least three months' notice.

**Enrollment Fee**

If the director has chosen to charge an enrollment fee, I/We agree to pay this non-refundable fee. I/We understand that this will be collected upon enrollment to ensure our child’s placement in the program.

Please note that you must provide at least 30-day notice before end of participation in the program. If you cancel your child’s participation in the program at any time without the required 30-day notice, you will be required to pay tuition for the remaining 30 days after you give notice of end of participation, regardless of whether the child is receiving care.

**Tuition**

**Private Payment**

I/We understand that monthly tuition (any non-subsidy payment) will be withdrawn in the middle of the month for tuition for the subsequent calendar month, unless I have agreed upon a different payment date in writing with the program director. **Tuition is due each month with no deductions for any absences, holidays, vacations (provider or family), illness, or closures due to inclement weather, power outages, or other situations beyond our control. Tuition is due regardless of a child’s absence from the program for any reason, and is required to hold a child’s space.**

If tuition is not paid by the 5th day that it is the due, a late fee of $25.00 per day per child will be added for each additional day that it is late, until it is paid in full. When a payment is delinquent for one week or more, care may be suspended until the balance is current and your child’s space will not be reserved.

Tuition payment will take place electronically by Brightwheel our administrative services provider, and cannot be collected via check or cash

Payments can be made with a credit card or via ACH (directly from a bank account). There is a 3.5% fee for credit cards and .60 cents for ACH.

If your child's start date does not occur on the first of the month, your first month's tuition will be prorated accordingly. If your child's last day does not occur on the last day of the month, your last month's tuition will be prorated accordingly.

**Subsidy Payments**

If enrolling your child is under subsidy payments from the local resource and referral agency then tuition will be paid in accordance with the local resource and referral agency and we require you fill out required paperwork in a timely manner.

If you agree to a private payment amount on top of the subsidy payment by the local resource and referral agency then all private payments will be applied using the “Private Payments” section. We proudly accept ELS through San Francisco.

**Withdrawal**

If you withdraw your child from the program, you must give at least 30 days prior to withdrawal in writing via email to bananafanapreschool@gmail.com

Your official last day will be calculated using the withdrawal policy as described above, and tuition will be due for the duration of that time period. Tuition will be prorated to reflect your child’s official last day.

If you paid a deposit at the time of enrollment (typically one month of tuition, and different from an enrollment fee), your deposit will be applied to your last month of tuition providing you gave notice prior to being charged for your last month. Any remaining portion of your deposit not applied to tuition will be refunded back to your card on file.

If Banana Fana Preschool needs to unenroll a child in their care, they will follow the 30-day withdrawal policy as described above. In the rare event that a child is unenrolled from the program effectively immediately (typically only seen in high-impact health/safety issues), any tuition you have already paid for **that month will be refunded to you as well as any deposit you have on file.**

**Schedule Changes**

When decreasing your schedule, 30 days of written notice is required. This is because it takes us time to find a replacement for the days you are dropping. When increasing your schedule, written notice is required and will be approved on a space-available basis.

**Meals and Snacks**

If your child has a particular dietary need or allergy, please let us know. We will do our best to accommodate this, but may need you to supply your own food if it is different than our planned menu and offerings.

Please note that monthly tuition includes **2 snacks per day** and **Breakfast and Lunch**.

**Program Schedule**

**DURING COVID 19 PANDEMIC- HOURS ARE FROM 8:30am-3:00pm NO EXTENDED CARE UNTIL FURTHER NOTICE**

Banana Fana Preschool hours are from 8:30am - 3:00pm. Additional fee for earlier drop off and later pick up for 5:00pm   
Drop off occurs in the first 30 of your child's scheduled start time for the day.  
Pickup occurs in the last 15 of your child's scheduled end time for the day.

We require that a parent, guardian, or approved caregiver must sign in and sign out for their child at drop off and pickup. Children will be released only to authorized persons whose names are on the emergency sheet. These names may be revised at any time by the parent in writing. If the authorized person picking up the child is unknown by staff, s/he will be asked to show identification.

**Arrival Time**

Please do your best to arrive at the correct drop off time each day. If you will arrive later than the drop off window described above, please notify staff.

**Late Pickup Fee**

I/We understand that the there is a 5 minute grace period for pickup after your child's daily scheduled pickup time. Each minute after that 5 minute grace period will be charged $1.00/minute.

**Regularity in Schedule**

It is important for children to arrive and leave the program at the regularly scheduled time. Young children need the security of knowing that they will be picked up at the usual time. If you will be changing your hours (i.e. picking your child up earlier than usual), then please notify one of the Teaching Staff.

**Parking**

We ask that you do not park in front of the house as this blocks other cars from exiting.

**Absence**

Please let your teacher know if your child is going to be absent or arrive 30 or more after their normal arrival time.

If your child will be absent because they are sick with a contagious illness, please let our staff know so that other families can be alerted to look for symptoms in their children. Please note that in light of our policies and State regulations, we maintain full confidentiality of the identity of child who has illness.

**Program Year**

You can see our full calendar on our website at our program website. You will be notified by email of any changes to our calendar.

2020-2021 School Calendar  
Sept 7th -Labor Day  
Oct 12 - Indigenious People's Day/ El Dia De La Raza  
Nov 11- Veteran's Day  
Nov 23-27 Thanksgiving Recess   
Dec 21- Jan 1- Winter Recess  
Jan 18- Martin Luther King Jr. Day  
Feb 15- President's Day  
TBA- Spring Recess   
May 24- Memorial Day  
June 28-July 9 (may change)- Summer Break  
4 PTO- Closed and TBD

We follow SFUSD school calendar for the most part.

**Acknowledgement of Placement in the Banana Fana Preschool Program**

Banana Fana Preschool reserves the right to assess the appropriateness of the placement of your child in our program in relation to meeting the needs of your child and the other children in the program. If the Director feels that the program cannot meet the needs of a child or a child’s family, the child’s enrollment will be ended. Any deposit or fees paid are non-refundable.

Additionally, Banana Fana Preschool retains the right to terminate enrollment of your child/ren in the program in the event of non-compliance with program policies, rules, and regulations. Any repeated infractions of program policies and rules will result in your child being removed from the program.

Banana Fana Preschool reserves the right to modify any of the conditions of this agreement upon 60 days written notice to the parent(s) or guardians.

**Health & Safety**

**Toileting**

We will implement a $50/m diaper fee once child is 2.5 years old.

Children do not have to be potty trained to enter Banana Fana Preschool. Using the toilet is a learning process and we honor each child’s individual pace. Children are invited to use the potty multiple times during the day. When you feel your child is ready to use the potty, please let us know. We do not directly train your child, but can support whatever process you are going through. The whole process goes more smoothly, when it is a group effort. Although, we do ask for you to make sure your child is 100% potty trained before bringing them without a diaper or pull up to help prevent accidents. We understand that accidents are normal and can happen but we must maintain our clean and safe environment for other families. Our rule is, after second accident in same day then we will place a diaper or pull up on child until Further notice.

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**Diapering**

If your child is in diapers, we request that you please supply the school with the following items:

* A package of diapers, labeled with your child’s name (and keep this stocked)
* Diaper cream, labeled with your child’s name
* Wipes are provided by Banana Fana Preschool

**Allergy Prevention**

Families are expected to notify the program regarding children’s food or environmental allergies. Parents/guardians of children with diagnosed allergies or asthma are required to provide the program with an individualized health care plan, signed by the child’s physician, detailing the child’s symptoms, reactions, treatments, care, and all necessary medication.

**If your child uses a nebulizer, please let us know so we can have you fill out an additional form.**

Despite our diligent efforts, it is impossible to eliminate all risk for children with food allergies. Some allergies are so severe that the presence of the allergen in proximity of the child causes a reaction. Similarly, it is impossible to prevent children from sharing food or for an allergen to be brought into the program by a family member or child, despite our best efforts to educate families and raise awareness. Ultimately, parents/guardians will need to decide whether group care is appropriate for their child with allergies in light of the risks that cannot be eliminated.

**Illness**

Children need to be kept home when they have any of the following symptoms: fever, diarrhea, vomiting, conjunctivitis (pink eye) or discharge from eyes, severe coughing, skin rash of unknown diagnosis, difficult or rapid breathing, or nits on hair from head lice. If a symptom of an illness manifests while a child is at the program, the parent or guardian will be contacted immediately and the child will be cared for away from other children while waiting to be picked up by parent/guardian.

Diarrhea: A first excessively loose stool will constitute a call to the parent. New diet may be the cause. After the 2nd loose stool, the child will be sent home until diarrhea subsides and normal stools are produced at home. When a child returns after a bout of diarrhea, it is a provisional return; if the child experiences another bout of diarrhea, he or she must be picked up immediately.

Fever: If a child has a temperature of 100 degrees or greater, parent will be asked to pick up the child (this includes after vaccinations too). **The child may return when he/she is fever free and after being kept home for at least 24 hours (Medicine free).**This means that your child will be out of the program for one full day after being sent home.

**Vomiting**

Exclusion for vomiting is decided by incident. Two or more episodes will be cause for exclusion. A first vomiting episode may cause exclusion if the teacher determines that the situation for the child is extreme or debilitating.

**Eye Discharge**

Eyes must be free of mucus or running substance. Children are asked to be kept home for 24 hours after beginning ANY medication (Antibiotics for any reason) Clogged tear gland conditions must have a written physician’s note.

**Skin Rash**

If a child has a rash of any kind, the child will be sent home until the rash is gone or until a physician’s note has been received stating that the rash is not contagious. A physician’s certificate of good health is required to return.

**Medications**

All prescription medication must be in an original childproof pharmacy container labeled with the child’s name, name of drug, strength, dosage, physician or dentist name, date of original prescription, expiration date and legible instructions for administration and storage.

**Chronic Medical Conditions**

If your child has a chronic medical condition, which needs “as needed” treatment (e.g. asthma, eczema, seizures due to high fever), we need physician instructions on file at the program.

**Children’s Injuries**

If your child sustains a minor injury while at the program (e.g., scraped knee), you will receive an Accident/Incident Report outlining the incident and course of action taken by the staff member. Minor wounds, such as cuts, scrapes, or bites, will be washed with liquid soap and cool, running water followed by rinsing. A dry bandage or dressing may be applied as appropriate. You will be contacted immediately if the injury produces any type of swelling, is on the face or head, or needs medical attention.

If a serious medical emergency occurs, the child will be taken to the hospital immediately by ambulance, and a staff member will contact you (or a designated emergency contact if you cannot be reached).

**Emergency Routine**

Emergency disaster plans are located in the entry area of Banana Fana Preschool . Our policy is to dial 911 in the event of an extreme emergency. Our emergency evacuation sites are in this order:

Emergency disaster plans are located in the entry of Banana Fana. Our policy is to dial 911 in the event of an extreme emergency. Our emergency evacuation sites are in this order:

1.  Minnie & Lovie Playground : 650 Capitol Ave, 94112

2. 197 Sagamore (cross street Capitol) st, 94112

**Philosophy & Curriculum**

**Explore Curiosities/ Explorar Curiosidades**

Children at Banana Fana are able to learn through direct, hands-on experiences with people, objects, events, and ideas in Spanish and English. They impact their own learning by interacting with different materials, each other, and the teachers. We believe that with cooperative play and creative activities, kids reach their social, emotional and physical milestones naturally and with ease. Our teachers offer emotional and intellectual support to the students, but also allow children to make and pursue their own decisions. Teachers thus expand children’s thinking with diverse materials in the classroom and nurturing interactions. We help children become more independent, responsible, and confident. This helps them to be ready for school and ready for life.

Banana Fana Preschool is where young children will get the tools and support they need for their healthy development. We carefully design our activities to adequately nurture the emotional, intellectual and physical growth of our students. We provide lots hands-on learning opportunities, children are free and encouraged to explore their curiosity.

Why “Banana Fana” as the school name? Gloria was inspired to launch her own in-home preschool out of her desire to build a career that allows her more time to be with her son, Isaiah. As such, Gloria wanted a name that is also inspired by Isaiah. When Isaiah was born, Gloria and her husband Dickmar would sing The Name Game to Isaiah (“Isaiah, Isaiah, bo-baya, Banana-fana -fo-fayah, Fee-fy-mo-mayah, Isaiah!”). Til this day, Gloria and Dickmar call Isaiah their “Isaiah Bobaya”, and thus Banana Fana was born. Today, during circle time, Gloria and her students sing The Name Game and it is proven to make every child smile.

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**Conflict Resolution**

Our emphasis on problem solving and conflict resolution supports our anti-bias goal, where children come and listen to and respect each other’s hopes, needs, and ideas. Children are gently guided to realize the effects of their actions upon one another. They are taught to be respectful of one another and are encouraged to seek out solutions to problems with each other.

We do not use corporal punishment of any kind nor do we use time-out procedures. Teachers use redirectional approaches, role-modeling, and problem-solving discussions. Children will be gently removed from an area if they are being dangerous with their bodies and cannot stop themselves. The immediate goal and objective of the teacher is to help the child self-regulate and regain control, moving towards conflict-resolution.

**Child Abuse Report**

It is mandatory for all the staff to report of any suspected child abuse If the staff person suspects that a child has been abused in or out of the in-home facility, they are required by law to report this to Child Protective Services and Community Care Licensing. The person suspecting the abuse is responsible for making that call and should report it to the Director immediately.

**Parent Involvement**

We ask that parents maintain and uphold the core values of Banana Fana. Generally, parents are not expected to stay beyond drop off or pick up unless previously arranged. Parents are welcomed to volunteer at Banana Fana once every month and every family will be aware of this. Parents also have the choice to be part of Banana Fana Preschool (parents only) page.

**Forms**

Our in-home facility is licensed by the state of California. As required by the California State Law and regulated by Community Care Licensing, a file on each child child is kept on the premises of the facility. Parents have access to their child’s file upon request.

**Parent-Teacher Communication**

We strive to keep you up to date about your child’s activities during the day. These reports include:

* Sign In/Sign Out
* Snack and Meal Menu
* Bathroom use, specifying any urinations or BM your child had throughout the day

**Additional Information**

**Developmental Screening Tools Policy:**

Banana Fana Preschool uses the Ages and Stages Questionnaire (ASQ-3) and the Ages and Stages Questionnaire-Social Emotional (ASQ-SE-2) to assess and monitor the development of children between the ages of one month and five years. The activities and questions in each questionnaire reflect all areas of development: communication, gross motor, fine motor, problem solving and the personal /socio-emotional. Parents will complete the questionnaires within the first 30 days of enrollment in the program and then annually, unless a concern arises. If a parent needs help, Banana Fana will be available to provide clarification and support. After completing the questionnaires, Banana Fana and each parent will schedule a conference to discuss the results. Depending on the findings, Banana Fana will adjust the environment and activities to meet the children’s abilities and needs. In case of any concern, we will administer the appropriate ASQ every 3 months and refer the parents to specialized services provided by Support for Families in San Francisco.

Parents must complete the questionnaires provided **within a week.**

**Acknowledgement of Receipt**

I/We hereby acknowledge that I/We have received and read Banana Fana Preschool ’s Parent Handbook in its entirety. I/We hereby agree to follow the program policies and procedures. I/We understand that Banana Fana Preschool reserves the right to modify the Program Rules & Policies and any other information contained in the above documents at the program’s discretion, with 60 days of prior written notice.

This invitation for admission to Banana Fana Preschool expires if this contract is not signed, dated, and received with the appropriate deposit fee (indicated above), no later than three days after invitation of admission to the program.

**Your Child’s First Day**

**The Beginning of the Year/Helping Your Child with Transition**

During your child’s first days in our program, we take special time to help your child acclimate and transition into new rhythms and schedules. Parents are encouraged to stay for 10 minutes after drop off. In addition to morning drop-offs, we support families who feel their child may need additional transitional support.

These first days may be sensitive for children. We recognize that every child is different with different needs.

**Clothing and Spare Clothing**

Please do not send your children to the program in their “good” clothes. Clothes should be free to be stained, dirty or in rare instances even ripped.

Clothing should be wholesome. We do not support violent or inappropriate imagery. Please send your child in safe, comfortable footwear. Flip-flops are not permitted.

**First Day Checklist**

To ensure the smoothest transition for your child, we ask to please bring the following items the first day of attendance:

* Covered water bottle. Water bottles go home daily. Please bring to school every day. Water bottles should be labeled with your child’s name. It’s important that your child begins to cultivate self-help skills. Please make sure water bottles are easily transportable for your child and easy-to-use.
* Raincoat and one pair of rainboots labeled with child’s name to be stored in your child’s cubby.
* 2 extra changes of clothes, both long/short sleeves and shorts/pants to be stored in your child’s cubby. Please label all clothing with child’s name.
* Two pairs of socks to be stored in your child’s cubby.. Please label socks with child’s name.
* Three pairs of underwear or a dozen diapers, labeled with child’s name. Diapers are kept in a separate, personal cubby in the bathroom.
* Wipes labeled with your child’s name to be stored in separate, personal cubby in the bathroom.
* Diaper cream labeled with your child’s name to be stored in separate, personal cubby in the bathroom.
* 2-4 family photos to be stored in your child’s cubby.
* Sunscreen to be stored in your child’s cubby, labeled with your child’s name

Banana Fana Preschool New 2020 guidelines

1. Starting July, we will be able to increase our group size back to 12 children however, we will still have only 3:00pm pick up until further notice. The earlier dismissal allows teachers to follow new protocol and thoroughly reclean the school and toys before heading home and to prepare for the next day.
2. Drop offs and Pickups will be outside. **Every parent and child** will have a “well check”. We will take temperatures with a no touch thermometer. We will have a teacher with who will wear a friendly mask to help escort child inside. Child will take off shoes by doorway and another teacher will be there to help wash hands. Teachers will have a walkie talkie to communicate to reduce bottleneck. We understand that transitions can be hard. For those children who need the comfort from their parent then I can only allow one parent in at a time per room with mask on. Time will be limited to 5-10 minutes.
3. Please note all parents, family members, children and staff who have fevers with cough and shortness of breath (not due to asthma) should self-isolate for 7-10 days or 72 hours if ALL symptoms have resolved unless you have received a positive COVID-19 test. Child who attends childcare must remain home until ill family member is clear. Those who have fever but NO cough and NO shortness of breath can return in 48-72 hours and case by case. Runny noses are not a symptom of COVID-19 but we will still monitor. Doctors note are accepted after 2-3 days of fever free to clear.

Please review [https://www.sfcdcp.org/wp-content/uploads/2020/06/COVID-19-Health- Checks-Programs-For-Children-And-Youth-FINAL-06-09-2020.pdf?fbclid=IwAR02k97HQ91R0zgws6rpeU0BmDKQn7i2rjDUsDUAtPPKNjjYq6af4viiz-g](https://www.sfcdcp.org/wp-content/uploads/2020/06/COVID-19-Health-%20%20%20%20%20%20%20Checks-Programs-For-Children-And-Youth-FINAL-06-09-2020.pdf?fbclid=IwAR02k97HQ91R0zgws6rpeU0BmDKQn7i2rjDUsDUAtPPKNjjYq6af4viiz-g)

1. Children will play outside more (weather permitting). I am currently working (thinking and planning) of an outdoor classroom.
2. Teachers will wear mask during drop offs, pickups, diaper changes and during meal prep and meal serving.
3. Physical Distancing- children will continue to need physical supportive gestures like hugs, pats on back, holding hands and elbow bumps from adults. Infants and toddlers will still need to be held. We will also stand in proximity to provide a sense of security.
4. Children will need to be 6 ft apart during meals and nap. I am having trouble even comprehending this because this is almost physically impossible (space wise) but we will try our best. This is another reason why I am limiting my capacity to 10. We are encouraging “social distancing” and helping children understand and respect “space”
5. In the past, children have been able to bring a “comfy” toy for support. We can no longer accept outside toys. However, if child needs a personal-care or emotional support toy then this toy can come out and support during really hard times and nap. This toy can not be shared.
6. CLEANING and handwash will be more frequent throughout the day. The purpose of more outside time is to clean our inside classroom. Children will spend an extra 60 minutes outside in the morning to allow a teacher to wipe down inside toys (kitchen, tables, bins) and smaller toys. When children reenter to classroom it will be nap time. We will have an outside portable hand station.
7. During our reopening and pandemic EXTENDED CARE WILL NOT BE AVAILABLE (or until further notice). School will now close at 3pm for all and PICK UP WILL BEGIN AT 2:50PM. PLEASE BRIGHTWHEEL MESSAGE OR TEXT ME YOUR ARRIVAL so we can meet you outside. Earlier closure is to clean the school again because we have children who wake up from nap earlier. I apologize for this interruption and inconvenience but our priority is to keep everyone safe.
8. Vacations or travel for work. CDC guidelines require to self-quarantine for two weeks when travelling internationally OR a negative COVID test after 10 days of self-quarantine.
9. If anyone in my household is sick we plan to isolate and will comply with section 3. BUT if anyone in our household has COVID we will close the school until we are clear by the DPH to reopen.