



**B.F. DAY**  
ELEMENTARY SCHOOL

## **Family Quick Start Booklet**

Last updated December 2021

<https://bfdayptsa.org/>  
[info@bfdayptsday.org](mailto:info@bfdayptsday.org)  
206-252-6010

Dear B.F. Day Families,

Welcome to **B.F. Day Elementary** for another great year! We have been in continual operation for 129 years, as of 2021. We are the longest continually running elementary school in Seattle.

We're known as the Family School, and we hope you will quickly come to see why.

This document has some good nuggets for those of you new to B.F. Day and reminders for returning families. Please read through it, and if you have any questions, please don't hesitate to get in touch with your PTSA or through the office.

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# Bell Times

Breakfast*	7:35 am
<b>1st bell</b>	<b>7:50 am</b>
Tardy bell	7:55 am
<b>Release</b>	<b>2:25 pm</b>
<b>Early release (Wednesday)</b>	<b>1:10 pm</b>

\* For those participating in breakfast, it is served beginning at 7:35 am, and students are expected to eat before they line up. Please, remind your student to avoid coming in for breakfast as the bell rings, as this makes them late for class.

Example schedule from 2021-2022:

	Kindergarten
<b>1st Recess</b>	9:35
<b>Lunch &amp; Recess</b>	10:35-11:20
<b>PM Recess</b>	12:15-12:25

## Special Classes:

Students will rotate through Physical Education (PE), Art, Life Skills and Music for their special classes during the day. Teachers will send out information on which day PE will be, so that families can bring the appropriate shoes and clothes.

## Library

Your child will have one library day each week where they may check out a book (or two). Please note which day your child goes to the library and make sure to return the books so they can get new books each week.

Books, fines, and fees associated with your child's SPS Library account can be found on [the Source](#).

For questions about the library, please contact the B.F. Day Librarian at 206-252-6036.

## Drop off and Pick up

It is **recommended to park on Fremont Ave. N** and use the stairs to walk your child up to the playground.

It is **not recommended to drop off on Linden Ave N.**, as this is a narrow street and the bus zone.

- Pre-K drop off and pick up is located on the north side of the building. There are three parking spaces reserved in the south lot on Linden.
- All students line up outside (except pre-school). On rainy days, students are allowed to come inside to the library, gym, or their classrooms.
- Playground supervision starts at 7:35 am.
- For grades K-2: after school pick-up is on the playground or they will be escorted to buses.
- For grades 3-5: students are dismissed by the classroom teacher and can walk to buses or home.
- If your child is late, check in with the front office to get a "late pass" before heading to their classroom.

- Specifically during COVID: We request that students line up on their spots, so that we can minimize the mixing of cohorts.
- Please be sure your child dresses for the weather. Rainproof gear is a necessity in fall and winter months, as we aim to head outdoors for all recesses unless weather conditions are extreme.
- If rain is heavy, we will plan to bring students indoors around 7:45 am. They will report directly to classrooms. Moving indoors at that time cuts into teachers' final preparation for the day, so we will implement the early entry on a limited basis. Adults will be stationed in the back and the front to help guide others indoors after the initial movement into the building has been completed.

## School Meals

Breakfast and lunch are free for all students for the 2021-2022 school year.

**Lunch menu** is available on the [Seattle Public Schools Culinary Services page](#).

## School Supplies

B.F. Day collects a \$40 supply fee per student each year. This allows the school and PTSA to buy supplies in bulk, and also ensures that the teachers receive the supplies that they very much need and require.

You may pay for supplies anytime via Venmo ([treasurer@bfdayptsa.org](mailto:treasurer@bfdayptsa.org)) or PayPal ([paypal.me/bfdayptsa](https://paypal.me/bfdayptsa)). Please indicate your child's name on the payment for our records.

At some point during the year, your teacher or art teacher may ask for other supplies that are not related to the initial large purchase. Please give whatever amount you feel comfortable contributing.

## Home/School Communication

Your child's teacher is your first source of information. If you have any questions (even if they are not academic-related), they are happy to answer.

If you must be absent or late, contact the front office by phone (206-252-6010) or email ([bfday.attendance@seattleschools.org](mailto:bfday.attendance@seattleschools.org)).

You can also email or call if you are going to be taking your child out of school during normal school hours.

### **Room Parents:**

Each classroom at B.F. Day has one or two Room Parents. These are the people that make sure that grown-ups know about what is going on in the classroom. Typical communication might be about classroom snacks, volunteering opportunities, field trips, upcoming important dates. If you have any questions, these are good people to ask, too. We love new families getting involved -- so please ask if you are interested and would like to learn more.

### **Dayette:**

School leadership sends a valuable weekly news bulletin via email called the *Dayette*. Be sure the office has a good email address to reach you. You will find the updated calendar, events and other happenings as the year goes on.

### **Class Communication Folder:**

Some classes use a communication folder. Your child may bring it home as often as every day. This is a great way to see if the teacher has information for you. You can also send things to school in the folder (permission slips, notes for the teacher, checks, etc.) Please make sure to check the communication folder as frequently as your child's teacher requests.

### **Bulletin Boards:**

There are two bulletin boards on school grounds. One is located by the stairs to the upper-uppers and the other is located by the west stairs from Fremont to the main playground.

# Enrichment

B.F. Day has a robust schedule of after-school enrichment classes that run after school and on Early Release Wednesdays. Due to Covid, classes are tentatively scheduled to resume in Spring 2022.

When Enrichment is operating in person, you can sign up during the open registration period each quarter on the PTSA homepage <http://bfdayptsa.org>.

At the end of the enrollment period you will receive a confirmation from the vendor about your child(s) enrollment. This normally includes payment information and other details.

## Release to Enrichment:

Kindergarten children will be escorted from their classroom by the after-school enrichment coordinator who will take them to their assigned program.

If your child goes to the B.F. Day Boys and Girls Club, they will also pick up your child after the enrichment class ends.

**Note: there is no bus service to Wallingford Boys and Girls Club at the end of enrichment classes!**

## School Safety

B.F. Day takes school safety very seriously. All doors are locked promptly after the tardy bell rings at 8:00 am. To enter the school while the door is locked, please go to the North door where there is a buzzer and camera that is monitored by our office staff. **All visitors are required to sign in upon entering the building.**

In 2018-2019, gates were installed at all public entrances and exits to the school campus. There are also playground supervisors and other staff who regularly patrol the campus.

### **Safety Drills:**

Federal and state law requires Seattle Public Schools to conduct the following minimum number of drills per year:

- Fire drills requiring evacuation (3)
- Lockdown drills (3)
- Shelter-In-Place drill (1)
- Drop Cover and Hold (Earthquake) drill (1)

We are required to run no less than one drill per month. Here is a brief description of each:

*Evacuation:* In the event the building needs to be evacuated, unless otherwise notified, all occupants follow predetermined routes and exit the building, gathering at our emergency staging area located in the northeast corner of the parking lot. Attendance is taken for students, staff, volunteers, and visitors. There we remain until further instructions from administration, school security, fire or police officials.

*Lockdown:* A lockdown is called if there is a threat to those on our campus within or near the school boundaries. In the case of a lockdown situation, playground and hallways are evacuated into appropriate classrooms, all exterior and classroom doors are

then immediately locked, blinds are pulled, lights are turned off, and all students, staff, volunteers, and visitors are hidden in stillness and silence.

*Shelter-In-Place:* A shelter-in-place is called if there is a threat in the near-by community, which warrants us to take precautions. In the case of a shelter-in-place situation, the playground is evacuated, all exterior doors are locked and the main entrance is monitored for those who need to either come or go. Classes remain in session and students, staff, volunteers, and visitors are free to work as usual inside the building.

*Family Reunification:* A family reunification event is one in which family members or emergency contacts are required to pick up students. This is a very structured process that requires a great deal of patience and cooperation on the part of those coming to pick up students in order to ensure the safety of all students. It is imperative that our systems are up to date with your information including who is permitted to pick up our students in case family is not able to. Also, it is imperative that adults coming to pick up students have proper identification on them at the time.

Our philosophy when running drills is to practice well. This means that the first drills of each kind are announced ahead of time so staff can clearly educate students about logistics and expectations. Thereafter, as we continue practicing throughout the year, the latter drills are unannounced to better replicate the requisite scenario.

## [SPS 2021-2022 Calendar](#)

<b>August 17 – 18 Jump Start</b>	A sneak peek at school for incoming kindergartners.
<b>Wednesday, September 1, 2021 First day of school</b>	<b>First day of school</b> for 1st – 12 grade students (regular school hours apply, no early release)
<b>Wednesday, September 1 – Friday, September 3</b>	<b>Family Connection Conferences</b> for incoming kindergarten and preschool families. <a href="#">Read more about Family Connections Conferences.</a>
<b>Monday, September 6</b>	<b>Labor Day</b> (no school)
<b>Thursday, September 9</b>	<b>First day of school</b> for kindergarten, Seattle Preschool Program and full-day Head Start students (three-day delayed start for Family Connection)
<b>Friday, October 8</b>	<b>State In-service Day</b> (no school)
<b>Thursday, November 11</b>	<b>Veterans Day</b> (no school)
<b>November 22-24</b>	<b>Elementary conference days</b> (no school for elementary and K-8 students; varies by school)
<b>November 25-26</b>	<b>Thanksgiving break</b> (no school) Nov. 25 Thanksgiving, Nov. 26 Native American Heritage Day
<b>Friday, December 17</b>	<b>1-hour early dismissal</b> (winter break)
<b>Monday, December 20, 2021 – Sunday, January 2, 2022</b>	<b>Winter break</b> (no school)
<b>Monday, January 17</b>	<b>Martin Luther King Jr. Day</b> (no school)

<b>Thursday, January 27</b>	<b>Day between semesters</b> (no school) *possible snow make-up day (1 of 3)
<b>February 21 – 25</b>	<b>Mid-winter break</b> including Presidents Day (no school)
<b>April 11 – 15</b>	<b>Spring break</b> (no school)
<b>Monday, May 30</b>	<b>Memorial Day</b> (no school)
<b>Friday, June 17, 2022</b>	<b>Last day of school</b> (1-hour early dismissal) *possible snow make-up days June 20 and 21

# Volunteering

If you would like to volunteer in your child's classroom, ask your teacher or room parent to find out if they need help. In addition, we have many school-wide events during the year requiring parent support.

The B.F. Day PTSA has a dedicated volunteer coordinator ([volunteer@bfdayptsa.org](mailto:volunteer@bfdayptsa.org)) who reaches out to families, the community, and beyond to support the school. Background checks are required to volunteer. Apply with Seattle Public Schools at:

[http://www.seattleschools.org/families\\_communities/volunteer](http://www.seattleschools.org/families_communities/volunteer)

## PTSA: Parent-Teacher-Student Association

B.F. Day has a highly involved PTSA. We are a collection of people who want to advocate the best for our kids.

### How to get in touch with the PTSA:

Email: [info@bfdayptsa.org](mailto:info@bfdayptsa.org)

Website: [www.bfdayptsa.org](http://www.bfdayptsa.org)

Newsletter: <https://goo.gl/SHWNJV>

Facebook: [www.facebook.com/groups/BFDayFamily/](http://www.facebook.com/groups/BFDayFamily/)

We usually meet on the **third Tuesday of each month** via Zoom at 8:00pm. Occasionally (like in December) we move the meeting to accommodate breaks or other events, so check the Dayette or the PTSA website for the link to participate.

There are three General Assembly meetings (everyone who joined the PTSA, not just the executive board): Fall, Winter and Spring.

# The Sunshine Store



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The Sunshine Store was previously a B.F. Day merchandise kiosk that ran every Wednesday and at special school events. In 2021, we launched a [virtual Sunshine Store](#), where you can buy shirts, hoodies, and more.

The Sunshine Store was originally run by Ms. Sunshine (Joanne Wilson, a financial professional) who helped children learn valuable money skills by offering small items for sale such as pencils and erasers, as well as B.F. Day logo clothing and other merchandise.

# Fundraising & Donations

During the year we will have few fundraising events. In the meantime, you can help just while shopping on Amazon.

## How to donate through Amazon Smile

Log in in your Amazon account using this URL

**<https://smile.amazon.com/>**. Amazon doesn't donate money if you sign on Amazon.com!

Go in Account and Lists.

Click on Your Amazon Smile.

Write: B F Day Ptasa King County 6 15 85

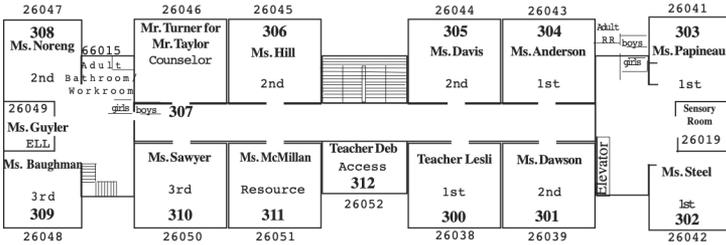
(note the space between B and F; the school is listed as being located in Tacoma, WA – that's the correct one).

If you normally do your shopping using your mobile phone, please remember that there is no Amazon Smile app so, do your shopping with your Amazon app, but you can shortcut Amazon Smile as an icon on your home screen. You can also put everything on the cart but check out from your phone browser using Smile.Amazon.com.

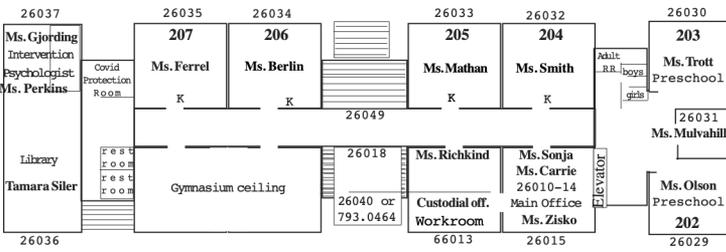
## Company matching

Some companies match whatever their employees decide to donate, sometimes with a minimum of \$25 and with a maximum per year. If and when you decide to make a donation to the school, don't forget to check if your company will match it. This is an easy step that can make a BIG difference.

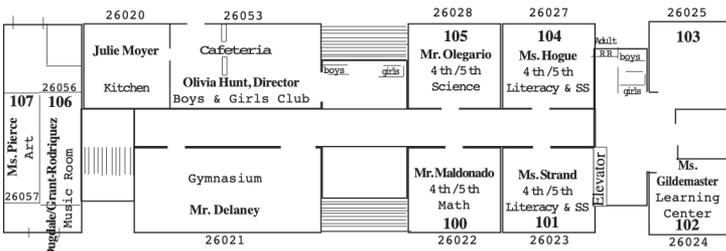
# B F. Day 2021/2022 Building Map



••••• Third Floor •••••



••••• Second Floor •••••



••••• First Floor •••••

Nurse - Sofie Bo is also located in the office - 26017

NORTH

## B.F. Day “Dictionary”

There are a number of terms that we'd like to introduce to you. If you have any questions about any of these terms/lingo/events, don't hesitate to ask the office, ask the B.F. Day Family Facebook page, or anyone else that might know!

*Note:* Many of these events and activities may be on hold due to COVID. Please check if activities have resumed before planning to participate.

**ArtFest** – To celebrate the creative and artistic history of B.F. Day, in the Spring we hold our annual ArtFest. This event showcases a gallery walk of most students' artwork, musical and drama performances. (*Who – Students and families; When – Spring*)

**Arty Party** – Our not-to-be-missed annual adult-only auction which honors the artistic center of Fremont and one of the central tenants of B.F. Day. Families, merchants, teachers, and classrooms offer services and donations to be auctioned at this event. This event is highly anticipated and so fun. (*Who – Grown ups only; When – Spring*)

**Assemblies** – Each Monday morning during the school year there is an assembly. Families are always welcome and encouraged to attend. Please check the school schedule for when your child will be going to assembly. (*Who – Students and parents; When – Monday mornings at 8am*)

**Boys & Girls Club** – After school, some students at B.F. Day go to the Boys and Girls Club. There is a club **on-site** at B.F. Day that is currently at capacity and has a wait list. To get more information about future openings, please call: (206-547-7169). The Wallingford Boys and Girls club is located at Stone and 45<sup>th</sup>. A bus takes students to this location after the school day. This

location may still have spots available. Please call (206-436-1930) for more information.

Bus transportation to this “club” needs to be set up by families in August by calling Transportation office at (206) 252-0900 or easier by emailing [TransDept@seattleschools.org](mailto:TransDept@seattleschools.org) It helps if you provide your child(ren)’s full name, ID#, and where they are traveling to and from.

**Curriculum Night** – Curriculum night is an adult-only event where families can meet students’ teacher(s) and learn about what is planned for academics during the school year. (*Who – Grown-ups and caregivers; When – October*)

**Dragon Dens** – One of the core beliefs of B.F. Day Elementary is that we support and encourage socio-emotional growth for students and each other.

Dragon Dens are a monthly group meetings of mixed-grade groups who meet with the same adult every month. Students read books and engage with activities related to current topics and events, as well as conduct Q&A and workshops for the students to practice socio-emotional generosity and sensitivity. Ask your student about these meetings, they are very special. (*Who – Students; When – every month*)

**Family Dinners** – All family gatherings for a potluck dinner before each General Assembly PTSA meeting. Bring something to share and meet your friends and neighbors! (*Who – everyone; When – October, March, May*)

**Field Day** – End of year celebration with field games, all family and volunteer BBQ, and lots of fun, run by our wonderful P.E. teacher. (*Who – Students and parents; When – End of school year*)

**Islandwood** – Multi-day residential school overnight program for 5<sup>th</sup> graders at Islandwood, a learning center on Bainbridge Island, Washington.

**Lost & Found** -Lost and Found is located at the Northwest entrance and is often hung on the fence before it gets donated to charity three times per year (Winter break, Spring break, and Summer break). If you lose something, please call the office to look for the lost item and save it. Even better – label everything.

**Lowers, Uppers, and Upper Uppers** – The three playgrounds at BF Day are named for their location. The “Lowers” is the playground in the southwest of campus; the “Uppers” is the playground on the main level. The “Upper Uppers” is a Seattle Parks playground that is also frequently used by students during and after school.

**Science Fair** – Yearly exhibit of K-5 science projects. Students are asked to come up with their own project or conduct a project suggested by their teacher. (*Who – students; When – Fall; Required for grades 2-5*)

**Sun Dragon Fun Run** – Yearly jog-a-thon or during COVID, Dragon quest (searching for Sundragons around the neighborhood) fundraiser with lots of fun costumes, competitions, and prizes (*Who – students; When - Spring*)

**Take Your Parent to School Night** – Annual “Open House” for students to give their families an opportunity to view their work in their classroom. (*Who – Students and adults; When – late Winter*)

**Village Day** – One day close to the end of the school year, BF Day turns into a microeconomy. Each classroom creates crafts or experiences and sells goods or provides a service that can be purchased with BF Day Bucks. \$1 USD = \$5 Day Bucks. The kids are given a stipend each year and can put their BF Day bucks in a savings account to use year after year. This is a popular event with many alumni attending. (*Who – Students and parents; When – end of the school year*)

# New Family Checklist

We know there's a lot of information out there. We want to distill this to the most effective way of communication possible.

Here are the **top eight** things that you can do to get connected:

- [Join the PTSA](#)
- Join the [BF Day Family Facebook page](#)
- [Sign up to receive the PTSA "News you can Use" Newsletter](#) via email
- Read the school leadership's *Dayette* which comes out every Friday
- Send your \$40 for school supplies to the office
- Get a sharpie and mark your child's belongings (including clothing and lunchboxes)
- Attend a General Assembly meeting (there are 3 each year)
- Volunteer!