



# Parent Handbook 2024-2025

## Introduction

Welcome to Buzzing Bee Academy! We are very excited that you have chosen our unique and child-centered preschool experience. At Buzzing Bee Academy, the developmental needs of your child will be nurtured, and they will be given the opportunity to explore and expand their learning through a variety of exciting, engaging, and creative activities and environments.

## Our Philosophy

**I want your child to love to come to school!!**

We believe in offering a safe, fun, and creative environment for your child to flourish. PLAY is an essential part of early learning. Playing helps build a foundation necessary for understanding concepts in language, literacy, math, science, and the arts. As children play, they are developing the cognitive, socio-emotional, and physical skills they will need to take them into their school years and beyond.

## Meet the Teacher

### Lead Teacher/Preschool Director: Erin Basisty

Miss Erin is a licensed teacher who has taught all age groups and subjects. She found her passion for the preschool aged child when she stayed at home raising her 3 beautiful daughters. She has taught preschool gymnastics classes for 25 years and spent a year teaching in the preschool program at Salto Gymnastics before starting Buzzing Bee Academy in 2018. She has endless energy and shares her enthusiasm and passion with the children every day!

Miss Erin works hard to provide her students with an accepting, safe learning environment where they are eager to play, learn, and grow.

Erin's Certifications include: Bachelor of Education (U of A), Bachelor of Physical Education (U of A), Permanent Alberta Teaching Certificate, Child Development Supervisor Certificate, Level 2 certified in Gymnastics, Active Start Trained, Respect in Sport Certificate, Ethical Decision Making Course, First Aid & CPR

## Programming

**Circle Time** - At circle time, themes will be discussed, and we'll explore interests of the children. We will use songs, poems, and books to reinforce various teaching concepts. Books and stories will help to engage the learners as they discover various themes throughout the year. Circle time games are played to help teach key learning concepts.

**Gym** - Our gym time will comprise of a variety of gross motor activities including throwing, kicking, striking, and dominant movement patterns. We will focus on a positive and safe environment, while improving strength, cardiovascular, balance, and flexibility.

**Table Learning Centres (TLC)** - TLC will be utilized to introduce developmentally appropriate early numeracy concepts (number recognition, counting, making groups, patterning, sorting, shapes), early literacy (letter recognition, letter sounds, pre-printing and printing practice), and fine motor practice using play-based, hands-on activities.

**Play Areas** - In our play areas, we will encourage imagination, problem solving, curiosity, play, exploration, and inquiry to create a happy and vibrant learning community. Games, puzzles, books, building, sensory, dramatic play, art, table toys, and a variety of loose parts will be all part of the play environment.

## Daily Classroom Schedule (subject to change)

Activity	9:00 Class	12:30 Class
Arrival/Welcome Activity	9:00-9:05	12:30-12:35
Circle Time	9:05-9:25	12:35-12:55
Table Learning Centres	9:25-9:45	12:55-1:15
Play Areas	9:45-10:30	1:15-2:00
Snack	10:30-10:45	2:00-2:15
Craft	10:45-11:00	2:15-2:30
Gym Time	11:00-11:20	2:30-2:50
Closing Activity/ Departure	11:20-11:30	2:50-3:00

## Discipline Policy

**Safety. Positivity. Respect** - These are fundamental to our environment at Buzzing Bee Academy. Our discipline policy takes a non-punitive approach, while still helping young learners become self-disciplined and confident. Students will learn and practice acceptable behaviour, positive peer interactions, and the expression of appropriate emotions and feelings in the classroom.

Acknowledging positive behaviours in the classroom is a first step to preventing unwanted behaviours. Consistent daily routines, clear guidelines, and behaviour expectations also allow the children to know what is expected of them. Teachers also work very hard to connect with each and every child.

Should the need for behaviour modification occur, Buzzing Bee Academy staff will:

1. **Speak to the Child** - assist the child in understanding the unwanted behaviour was and discuss alternative/positive behaviours
2. **Encourage the Child** - to use their words, to make good choices, and to express their feelings.
3. **Redirect the Child** - to a different play area or activity, and provide assistance in rejoining an activity
4. **Removal of the Child** - from the situation (to a new place in the classroom, fully supervised) until they feel ready to resume classroom activities

If the above methods fail to be successful on a continual basis, or the child's behaviour becomes extreme or harmful to themselves or others, a parent conference will be arranged to discuss alternative strategies.

Buzzing Bee Academy will **NOT**:

1. Inflict physical or verbal degradation or emotional deprivation
2. Deny, or threaten to deny, any basic need
3. Use, or permit the use, of any form of physical restraint, confinement, or isolation

## **Drop-Off**

Please ensure you arrive on-time to drop-off your child:

- Make sure to sign-in
- Assist your child with changing outdoor shoes to indoor shoes
- Ensure your child visits the washroom before class
- Place snacks and water bottles on the snack table
- Say goodbye as they head to welcome task

## **Pick-Up**

Please ensure your child is picked-up promptly at dismissal time. Be sure to notify the school if you plan to have someone else pick-up your child.

## **Parent Volunteer Policy**

Parents will be required to volunteer monthly to facilitate the preschool program. This volunteer may be a parent, caregiver, grandparent, uncle/aunt, or other significant person in your child's life. Please make other arrangements for siblings, as this is an opportunity for you to spend time with your child in their preschool setting. Please arrive 10 minutes before class for any relevant instructions.

## **Health Policy**

Please keep your child home if they are exhibiting signs or symptoms of illness such as:

- Nausea, vomiting or diarrhea, within the past 24 hours
- new or unexplained rash
- persistent coughing
- thick or discoloured discharge from the nose
- fever
- any other illness or symptom that leads one to believe the child could pose a health risk

Note: Parents are required to temporarily withdraw their child from preschool and report any communicable diseases, such as chicken pox, mumps, measles, etc. In order for the child to return to class, we will require a clearance note from a doctor stating that the child is no longer infectious.

### Missed Classes

- There will be no refunds for classes missed due to child illness from program. An online version of instruction may be available for students who have to miss due to illness.
- If Miss Erin becomes ill, every effort will be made to find a substitute teacher for her and classes will continue as normal.
- If this is not possible, Buzzing Bee Academy reserves the right to cancel up to 5 classes throughout the year without providing refunds for missed time. If in class learning is not possible during teacher illness, a temporary modified online version of Preschool may be used to continue instruction.

## Emergencies

Buzzing Bee Academy staff is certified in First Aid and CPR, and will administer first aid as required. If EMS is required, 911 will be called first, and the parent/guardian will be called second.

## Medication

Buzzing Bee Academy will not administer any medications other than emergency medications such as EpiPen, inhaler, insulin, etc. In the case of emergency medications, they will only be administered if:

- We have a medication form completed by the parent prior to the first day of class
- Medication is stored in its original packaging in a locked container and kept permanently on-site
- Medication contains labelled directions as to how to administer

## Snacks

Each child is required to provide their own nutritious snack from home. All snacks must be **nut free**. Some suggestions are: fresh fruits and vegetables, apple sauce, yogurt, cheese, lunch meat, crackers, muffins, rice cakes, etc. Please **DO NOT** send chocolate, cookies, chips, candy, or other treats. Please remember this is a snack and not a meal - We can avoid excess waste by providing small portions.

## **Dress**

Children are active learners and therefore it is important for them to wear comfortable, durable, and washable clothing that allows them to move freely in the classroom and that allows them to go to the washroom easily and independently. A pair of non-marking inside running shoes must be worn. Please also provide a change of clothes within their backpack for any unexpected mishaps that may require a change of clothes.

## **Field Trips**

We intend to attend a variety of off-site activities throughout the year. Parents will be notified in advance of any field trips, and permission forms must be filled out to authorize all off-site activities. Parents will be responsible for most transportation to and from the field trip locations. All field trips will be scheduled in place of a regularly scheduled class. Volunteers may be necessary to provide extra supervision.

## **Toys**

We do not allow children to bring toys from home to play with during preschool. This alleviates hurt feelings when it comes to sharing with everyone and the possibility of toys being lost, broken, or damaged.

## **Smoking**

Smoking is not allowed in the preschool building or on the school premises. Smoking is not allowed on any outings or field trips. No staff member, volunteer, or parent shall smoke where children are present, or near the children during preschool or preschool events.

## **Preschool Fees**

Payments are due at the beginning of the month. Preferred method of payment is 10 post dated cheques, September to June.

**Preschool Fees - Affordability Grant (\$75) - Subsidy (up to \$125) = Parent Portion**

30 days notice is required for withdrawal/changes from program. Parents will be responsible for monthly fee if this notice is not respected.

## **Important Contact Information**

**Buzzing Bee Academy** (located inside Sherwood Park United Church)

20 Fir Street  
Sherwood Park, Alberta T8A 1Z6

**Email:** [buzzingbeeacademy@gmail.com](mailto:buzzingbeeacademy@gmail.com)

**Facebook Page:** Buzzing Bee Academy

**Miss Erin - 587.566.2899**

**Sherwood Park United Church (Emergency Only) 780.467.7377**