



Bizi-Bee's Hourly Drop-In Childcare Policies

Please read the entire Policy: Acknowledge each section by initialing each section, sign and date on the last page.

Registration Policy

- Bizi-Bees Drop-In Childcare must have a fully completed registration form before children can be accepted for care.
- Keeping your child(ren)'s information up to date is your responsibility. Any changes in name, address, phone number, immunization records, or medical conditions, must be updated as soon as possible. Bizi-Bees is not liable if this information is inaccurate or outdated.
- No outside toys or electronics are allowed in the center; Bizi-Bees will not be responsible for any lost or broken items.

Registration Policy Acknowledgement: _____ Initial

Payment Policy

- Payment must be prepaid or paid at pick-up.
- All returned checks or insufficient funds will be charged a \$25 service fee.

Payment Policy Acknowledgement: _____ Initial

Food Policy

- Please label all food and drink items
- Please provide nut free food/snacks and drinks for your child. We will not provide food unless a parent has approved the food item. If a child does not have a drink we will provide the child with water. We will not heat any food items for your child, but we will provide a refrigerator for any perishable items.
- If your child has severe food allergies, we cannot guarantee that they will not have a reaction while at Bizi Bees. To help reduce this risk, we ask all parents to provide nut-free food and to wash their children's hands and faces before entering our facility.

Food Policy Acknowledgement: _____ Initial

Baby Room Policy

- Reservations are required for infants ages 4 months to 12 months. We are limited on how many infants we are allowed to watch per staff member. A limited staff-to-infant ratio ensures the safety of your child. Walk-ins are welcome for infants, but we cannot guarantee availability. If a reservation has been made, and you do not show up, a \$25 fee will be applied to your account.
- Infant bottles must be labeled and any formula should be premixed before an infant is admitted to care. Any breast milk, baby food, finger foods, or any other food items for infants, must be provided by the parents.

● Bizi-Bees follows the Safe Sleep guide, which requires infants to sleep on their backs. All staff are educated in SIDS prevention and Safe Sleep procedures. If your child's sleep preference is on their stomach, you must sign a Safe Sleep Waiver.

Baby Room Policy Acknowledgement: _____ **Initial**

Diaper/Potty Policy

● Please bring diapers, wipes, and a change of clothes for your child. All personal belongings should be labeled with the child's name. There will be a charge of \$2.00 for each diaper supplied by Bizi-Bees.

● If your child uses cloth diapers, please provide a wet bag to store used diapers. Also please understand that we do not have a way to rinse the cloth diapers. We will happily dispose of any solids as best as possible.

● Per Health Department rules and regulations we are not allowed to wash/rinse out soiled clothing. Wet or soiled items will be bagged for cleaning at home.

● If your child is potty training, we will help remind your child to go. Please pack an extra change of clothes and underwear for any accidents.

Diaper/Potty Policy Acknowledgement: _____ **Initial**

Sick Policy

● For the safety of all children and staff, Bizi-Bees Drop-In Childcare cannot accept children who are ill. Please do not bring your child if they have the following symptoms: Temperature of 100* or higher, vomiting or diarrhea that has occurred within the past 24 hours, contagious illness (strep, flu, hand foot mouth, pink eye, ...), unidentified rash(es), sore throat, excessive runny nose/sneezing, or excessive coughing. If your child is too sick for school, then they are too sick for Bizi-Bees.

● If a child becomes ill while in care, the parent or emergency contact will be called to pick up the child immediately. Children who are ill will be excluded from other children until their parents pick them up.

● Bizi-Bees retains the right to refuse an ill child.

● Bizi-Bees does not administer any type of medication or ointment, with the exception of an EpiPen (provided by parent/guardian).

Sick Policy Acknowledgement: _____ **Initial**

Emergency Policy

● Please be sure to keep emergency contact phone numbers up to date on your child's registration form.

● In emergency situations, Bizi-Bees will need to contact the emergency medical service before contacting the parent or guardian listed on the registration. In the event of a medical emergency, your child will be transported to the nearest hospital if the local emergency medical unit determines transportation is necessary for treatment.

Emergency Policy Acknowledgement: _____ **Initial**

Discipline Policy

● We understand that situations can arise and children will often disagree and may have conflicts. Bizi-Bees uses positive methods of discipline and guidance that encourages self-esteem, praise good behavior, reminding children of behavior

expectations. Redirection and brief supervised separation or time-out, when appropriate for the child's age and development. Time out is limited to no more than one minute per year of the child's age.

- No corporal punishment, physical or verbal abuse, or withdrawal of food, naps, or toilet training of any kind is allowed by the staff. All children have the right to feel safe and secure.

- Any child that is violent or disruptive and unable to be redirected may be required to leave the center. This determination will be made at the sole discretion of Bizi-Bees Owner or Manager. Habitual disruption may 2 Bizi-Bee's Policies result in permanent exclusion from Bizi-Bees. Likewise, any parent who is threatening or forceful in their approach to Bizi-Bees staff may be subject to dismissal from Bizi-Bees.

- Bizi-Bees understands that normal wear and use of toys and other items will occur during the day. But in the unlikely event of a child deliberately trying to destroy company items or the building structure there will be an investigation and brought to the attention of the parent or guardian to decide the outcome.

Discipline Policy Acknowledgement: _____ **Initial**

Pick Up Policy

- Only parents or authorized adults listed on the registration form will be allowed to check children in and out of Bizi-Bees Drop-In Childcare. Persons other than parents/guardians picking up must show their photo ID upon arrival. Children will not be released to any emergency contacts without a valid picture ID.

- You must stay within 15 minutes of Bizi-Bees in case you are needed for pickup.

- There is a 4-hour maximum stay per child per day. There is a \$10.00 late fee per 15 minutes past the 4-hour maximum stay. After closing there is a \$2.00 per minute late fee.

- If there is no communication between the staff and parent(s), within 15 mins past the 4 hours of stay, we will call the next person you have authorized for pick up. If there is no answer from you or a response from any person on your child's registration form within 1 hour, we will be subject to call the authorities.

Pick Up Policy Acknowledgement: _____ **Initial**

Equal Opportunity Policy

- Bizi-Bees Drop-In Childcare does not discriminate against persons with disabilities. However, Bizi-Bees staff may have not been trained to care for children with special needs and our services do not include one-on-one supervision.

- Bizi-Bees Drop-In Childcare does not discriminate based on gender, race, religion, or national origin. However, we reserve the right to refuse service to any person or persons for legitimate business reasons, such as maintaining the safety of our facility and the children in our care.

Equal Opportunity Policy: _____ **Initial**

Legal & Dispute Policy

- Bizi-Bees Drop-In Childcare is not a licensed facility that is regulated by North Carolina's Department of Health and Human Services (NCDHHS). We maintain an open-door Policy; parents may tour our center and premises anytime during the hours of operation if there is low occupancy. The owner or manager is always available to discuss any concerns about our policies/procedures.

● Bizi-Bees will NOT get involved with custody disputes. If your family has a court order on file, please provide us with the most recent copy. Bizi-Bees will follow the court order as written. All registration forms must be completed with both parents' information. If a custody dispute takes place on Bizi-Bee's property, the authorities will be called and asked to handle the dispute. Our staff will not become involved in custody disputes. If a custody issue creates a risk for our facility or staff, Bizi-Bees has the right to terminate care. All personal disputes must be held OFF premises.

Legal & Dispute Policy Acknowledgement:_____ **Initial**

Staff Policy

- The staff of Bizi-Bees is required to have current CPR/First Aid certification on file. Staff may not work while ill and must be fever-free and symptom-free for at least 24 hours before returning to work.
- The staff of Bizi-Bees is available for outside employment, such as babysitting in your home. Such employment will be contracted between you and that individual. Bizi-Bees holds no responsibility for the staff member, nor your child outside of our facility.
- Per state Policy, all staff of Bizi-Bees are mandated to report and are trained in identifying and reporting abuse or neglect. The staff of Bizi-Bees is required by law to report any instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation to the police or the Child Protection Service. If your child has had an accident or injury, please notify staff when dropping off so that we can assist in watching the child for side effects.

Staff Policy Acknowledgement:_____ **Initial**

By signing below, I hereby state that I have read, acknowledged, initialed, and agree to all Bizi-Bee's childcare policies on this document.

Print name: _____

Relationship to child: _____

Parent/Guardian Signature: _____

Date: _____