

Bizi-Bee's Policies



Please read the entire Policy: Initial and sign 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. Your child must be current on all required immunizations by the state.
- 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 Bizi-Bees is not liable if this information is inaccurate or outdated.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.

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Payment Policy:

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

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Food Policy:

- Please label all food and drink items
- All food must be nut free. If a child is here during a snack or mealtime and they do not have anything to eat, we have food items for purchase. We will not heat any food items for your child, but we will provide a refrigerator for perishable items.
- Bizi-Bee is a nut-free facility. In rare instances, cross contamination may occur from children exposed outside the center. 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 wash their children's hands and faces before entering our facility.

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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. Limited staff to infant ratio ensures the safety for your child. We do recommend calling ahead for availability and/or making reservations to guarantee your infant's spot. Walk-ins are welcome for infants, but we cannot guarantee availability. If a reservation has been made, and you do not show, a \$25 fee will be applied to your account.
- Infant bottles must be labeled and pre-mixed 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 be slept on their back. No blanket or other items of comfort are allowed in the crib with them. 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.

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Diaper/Potty Policy:

- Please bring diapers, wipes and a change of clothes for your child. All personal belongings must be labeled with the child's first and last name. There will be a charge of \$1.00 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 best as possible.
- 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.

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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 parent pick-up.
- Bizi-Bees has the right to refuse an ill child
- Bizi-Bees does not administer medication

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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.

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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 of 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, abusive language, or withdrawal of food, naps or toilet training of any kind is allowed by staff or parents while at the center. All children have the right to feel safe and secure.

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● 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 result in permanent exclusion from Bizi-Bees. Likewise, any parent who is threatening or forceful in their approach with 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 tries 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.

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Pick Up Policy:

● The doors remain locked at all times for the safety and security of the children and staff members. When dropping off or picking up, please ring the doorbell for a staff member to open the door.

● 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 \$5 late fee per 15 minutes past the 4-hour maximum stay. After closing there is a \$1 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 30 minutes, we will call the authorities.

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Equal Opportunity Policy:

● Bizi-Bees Drop-In Childcare does not discriminate against persons with disabilities. However, Bizi-Bees staff are not 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.

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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

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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.

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Staff Policy:

- The staff of Bizi-Bees are required to have updated immunizations, and a 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 are available for outside employment, including babysitting. We hold 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.

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*Photo release: I give permission for Bizi-Bees to take photos of my child solely for sending the parent / guardian memorabilia, Bizi-Bee's website and social media adds. yes no.

I, _____, do hereby state that I have read, acknowledge, initialed, and agree to all Bizi-Bee's childcare policies on this document.

Please print Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Owner / Manager: _____ Date: _____