



Busy Little Bees

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Parent Handbook

Welcome to Busy Little Bees!

Overview

Busy Little Bees was established in August 2024 and built on the foundation of Preschool Playhouse, which opened in July 2013. In 2019, our school partnered with the Bayonne Board of Education as part of the Preschool Expansion Program. This handbook outlines our school's rules and regulations. Please read it carefully, and if you have any questions or concerns, please do not hesitate to contact us.

Non-Discrimination Policy

In providing services to children and their families, Busy Little Bees does not discriminate based on race, religion, gender, disability, cultural heritage, political beliefs, marital status, national origin or sexual orientation.

Staff Qualifications

The staff at Busy Little Bees consists of a Center Director, Teachers, Assistant Teachers, Secretary, Security, and two Family Workers. All staff meet and, in most cases exceed, the New Jersey Department of Early Childhood Education requirements for formal education for their respective positions and have had experience working with young children and their families. The majority of our staff have certification in Pediatric First Aid and CPR. The staff enjoys and understands how young children learn and grow. They respond sensitively to each child's needs, desires, and interests.

Philosophy

Our philosophy at Busy Little Bees is to provide a learning environment that will help children develop intellectually, socially, physically, and emotionally in a manner appropriate to their age and stage of development. This includes:

- Education on health, nutrition, and social and emotional well-being in a daily program of varied activities.
- Enhance children's feelings of self-worth and appreciation of their own and other's ethnicity, cultures, and languages.
- Develop social competence by providing opportunities for children to make decisions and solve problems during their school day.
- Ease the transition of children into PreK4 and/or Kindergarten by providing appropriate early childhood experiences.

Expulsion Policy:

The office of Licensing requires all Child Care facilities to keep an Expulsion Policy on file, however, our facility does not expel Preschoolers.

Curriculum

Pre-K Curriculum: The Bayonne Board of Education Preschool classes use the High Scope curriculum. There is more information on the High Scope Curriculum or the New Jersey Preschool Teaching and Learning Standards; please follow the links below.

- [HighScope Educational Research Foundation](#)
- [Preschool Teaching and Learning Standards](#)

The Early Childhood Curriculum Program includes:

- Social and Emotional Development
- Gross and Fine Motor Development
- Literacy Development
- Mathematics
- Social Studies
- Science

Teachers also provide classes in: Physical Education, Music, and Art

Assessments

Students will be assessed three (3) times using the COR Advantage Assessment. The COR Advantage assessment, developed by the High Scope Educational Research Foundation, is a whole-child assessment built on 36 items proven by research to best prepare children for school success. Parents/guardians will receive a full report after each assessment is complete.

Schedule

Busy Little Bees follows the Bayonne Board of Education calendar. In the event of severe weather, Busy Little Bees will follow the Bayonne Public School District's recommendations. If Bayonne Public Schools are closed for inclement weather, Busy Little Bees will also be closed. Parents will be notified via email as well as on the Brightwheel App for any delayed openings or school closings.

Hours of Operation

Busy Little Bees's regular school hours are 8:30 – 2:30. We also offer extended care from 7:30 – 6:00. See the price guide below for all extended care options:

7:30 Before care ONLY - \$200/month

Aftercare ONLY:

2:30 – 3:30	\$200/month
2:30 – 4:30	\$300/month
2:30 – 5:30	\$400/month
2:30 – 5:30	\$450/month
2:30 – 6:00	\$500/month

Before & Aftercare Combined:

7:30 – 3:30	\$350/month
7:30 – 4:30	\$450/month
7:30 – 5:30	\$550/month
7:30 – 6:00	\$600/month

TUITION REMAINS THE SAME REGARDLESS OF ILLNESS, SCHOOL CLOSINGS, HOLIDAYS, OR VACATIONS.

Payments are due on the 1st of every month, beginning on August 1st. Payments are made via Venmo to BusyLittleBees. Tardiness at pick-up will NOT be tolerated. There is a late fee of \$1 per minute, per child. Failure to pay on time or failure to pay late fees will relinquish the student's spot in Before/After Care at the discretion of the Center Director.

Absences

If for any reason, your child will not be attending school, please inform your child's teacher as early as possible by sending a message on the Brightwheel App. Children who are absent more than five consecutive days require a note explaining the reasoning. If the absence pertains to medical reasons, please refer to the section in this Handbook for our Medical Policy. Children cannot enter the building without the note upon arrival.

A student is considered chronically absent if they miss ten percent or more of the school days in session. For the PreK 3 program, that means 18 or more days absent is considered chronically absent. Absenteeism is reported to the Bayonne Board of Education monthly. When a student misses 10 consecutive days of school, they are removed from the PreK 3 program, per Bayonne Board of Education policy which was implemented by them and is enforced by all

Policy on the Release of Students

Safety is a top priority here at Busy Little Bees. To keep our students safe, we will enforce a strict policy on the release of our students.

- Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s), to take the child from the center and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached.
- The provision that a child shall not be visited by, or released to, a non-custodial parent unless the custodial parent specifically authorized the center to allow such visits or release in writing. This written authorization, including name, address, and phone number, shall be maintained in the child's file.
- If a non-custodial parent has been denied access to a child by court order, the center shall secure documentation and maintain a copy on file.
- Brightwheel codes will be utilized to release students. Please keep your unique 4-digit code private. If at any time your code is compromised, contact our Director immediately.

Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified above, fails to pick-up a child at the time of the center's daily closing. The procedure shall require:

1. The child is always supervised
2. Staff member(s) attempt to contact the parent(s) or person(s) authorized by the parent(s)
3. 30 minutes or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or authorized person(s) have failed, the staff member shall call the Bayonne Police Department to seek assistance in caring for the child until the parent(s) are able to pick-up the child.

Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s) appear to be physically and/or emotionally impaired to the extent that, in the judgement of the director and/or staff member, the child would be placed at risk or harm if released to such an individual. The procedure shall require that:

1. The child will not be released to such an impaired individual
2. Staff member(s) attempt to contact the child's other parent or an alternate person(s)
3. If the center is unable to make alternate arrangements, as noted above, a staff member shall call the Bayonne Police Department to seek assistance in caring for the child.

Lateness

Lateness will not be tolerated at Busy Little Bees. Children are to be picked up on time according to their schedule. If the designated pick-up person is going to be late, they **MUST** call ahead to inform the center of their lateness. They will be charged \$1.00 per minute for every minute they are late to compensate the staff members who stay with the child. Late payments must be paid in Cash or via Venmo to BusyLittleBees

This also applies to ALL aftercare hours

Health Care Policies and Procedures

Physical Examinations

A yearly physical examination and dental record are required for each child at the center. In addition, immunization records must be kept current and submitted to the Center upon receiving updates. **The state mandates that all children receive the Flu shot by December 31st or they will be excluded from school.** Written documentation must be provided to the center via email to TheHive@busylittlebees.org. If your child has an allergy or religious exemption, please provide written documentation.

Medical Policy

The Center Director works closely with the Bayonne Board of Education's Nursing Department and Medical Professional consultants to determine medical policies and resolve medical issues affecting the children and staff at the centers.

For the protection of ALL children and staff, parents will be notified when their child presents with an undiagnosed condition or is too ill to remain at the Center, and they will be requested to pick up their child immediately. Should a parent be unable to pick up their child within one hour, they are responsible for making arrangements for their child to be picked up by someone from their list of emergency contacts. All outside injuries to the child will require a signed doctor's note for entry back to school. This note must indicate that the child is clear to return to school with NO restrictions.

The Center Director works closely with a pediatric Health Care Consultant to determine medical policies and resolve medical issues affecting the children and staff at the centers.

For the protection of ALL children and staff, parents will be notified when their child presents with an undiagnosed condition, or is too ill to remain at the Center, and they will be requested to pick up their child immediately. Should a parent be unable to pick up their child within one hour, they are responsible for making arrangements for their child to be picked up by someone from their list of emergency contacts.

Children who are absent more than three consecutive days require a doctor's note signed by a physician that clearly states the child is considered healthy enough to return to the center. Children will not be able to enter the building without the note at arrival.

Criteria regarding signs or symptoms of illness, which will determine whether a child will be included or excluded from the center prior to morning drop off:

- If a child has a temperature of 100.4 * or higher, he/she will be required to stay out of the Center until fever free for 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil).
- A child on antibiotics must be excluded from the center from the time of diagnosis until 24 hours after the first dosage.

Some of the common conditions for which a child will be sent home are as follows:

1. **Temperature** - A child will be sent home if he/she has a temperature of 100.4 degrees or higher. The child must be fever-free for at least 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center. His or her activity level and appetite should be back to normal as well. In cases of highly contagious illness associated with fever (such as the flu), the return to center timeframe may be extended to ensure the health and wellness of the childcare center community.
2. **Diarrhea** - A child who has more than one instance of diarrhea (watery stools) will be sent home. Diarrhea is usually caused by viral infections however bacteria and parasites (Giardia) may be the cause. If your child has an allergy or condition that regularly causes diarrhea, please alert the staff to this during orientation. The child must be diarrhea-free for at least 24 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return to center timeframe may be extended to ensure the health and wellness of the childcare center community.
3. **Vomiting** - A child who is vomiting will be sent home and should remain home until vomiting has stopped. Most vomiting is caused by infection. Stomach viruses are highly contagious and can spread through the center very rapidly. The child must not have vomited for at least 24 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return to center timeframe may be extended to ensure the health and wellness of the childcare center community.

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4. Conjunctivitis (Pink Eye) - This is a contagious infection of the eye characterized by redness and tearing, a yellow discharge from eyes, or eyelashes stuck together. When prescribed by a physician, children with this condition must have taken at least one dose of the prescribed antibiotics before returning to the Center, and all discharge must be gone.

6. Strep Throat - Is characterized by swollen neck glands and a temperature combined with a sore throat. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center.

7. Scarlet Fever - Is a strep throat with a rash, which is red and has a sandpaper feeling. Your physician should be consulted as to when your child should return to the center.

8. Ear Infections (Otitis Media) - Ear infections are extremely common. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center.

9. Respiratory Infections - Are very common and usually are caused by viruses. It is advised that your child remain at home and if fever is associated with the infection, must be fever-free for 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center.

10. Head Lice - Is characterized by very itchy scalp and nits (white eggs) that resemble dandruff but can't be easily removed from the hair. Children may return to the Center after they have had one head lice treatment.

11. Hand-foot-mouth disease - Is caused by a viral infection. It is characterized by small ulcers in the mouth, blisters on hands and feet and sometimes near the genitalia and on the buttocks. The child is contagious until the fever is gone (typically 3-4 days) and must be fever free for 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center.

Medication

Our medical policy is to **NOT** distribute **ANY** type of medication to your child. This includes:

- Any over-the-counter medication (Motrin, Advil, Tylenol, cough medicine, cough drops, etc.)
- Any type of prescription medication, including Nebulizer treatments, without a written Medical Plan from the Pediatrician. (If your child needs a Nebulizer treatment during school hours, you are welcome to come in and give it to them in a private area. Children are NOT allowed to administer treatments themselves.
- The **ONLY** exception to this policy is any Medical Plan instructions provided by a pediatrician, which must always remain accurate and fully stocked by the Parent. Any Medical Plans requiring an Epi-pen will require two to be left at school to comply with the State's requirements.

Allergies and Asthma

Please notify the Director and your child's teacher if your child has any allergies or asthma. You will be asked to fill out a food allergy or asthma plan to keep in your child's records along with any medications required in the Medical Plan.

Clothing

Please label all items with your child's FIRST and LAST name. The activities for active learning can be messy. Please dress your children in play clothes. Although we do use smocks and roll up sleeves, we cannot guarantee that children's clothing will not get stained or soiled. We assume that you will send your child in clothes that allow your child to participate fully in our play-based program and that you understand that clothes may get stained or soiled. Part of each day is spent outdoors, weather permitting. Please dress your child accordingly.

Sneakers are strongly encouraged for safety. Each child should have a complete set of extra clothing to be kept in

their cubby, including underwear and socks. We are not responsible for lost articles.

Accessories and Jewelry

Children's accessories and jewelry are extremely attractive to young children's eyes, fingers, and mouths. We ask parents to cooperate to be safety conscious when choosing accessories that their children wear to the centers. Small objects like barrettes and earrings can be choking hazards and necklaces can pose strangulation hazards. Therefore, we do not permit the following type of jewelry:

- Dangly earrings (small, snug-fitting pierced studs are permitted)
- Necklaces of any kind
- Bracelets with beads or charms (rubber, cloth or thread bracelets are permitted if they do not contain attachments or charms).

Food

Breakfast will be provided by the BBOED for all children. Lunch will be provided by the BBOED for those who complete a lunch application. Each month, you will receive a lunch menu that is to be filled out and sent back promptly to ensure your child gets their lunch choices.

If your child will be bringing breakfast/lunch from home, please have it packed up in their lunchbox. As we are unable to refrigerate food, please send breakfast and lunch in an insulated lunch box/bag with ice packs. Each classroom has a microwave to heat up food. Please make sure it is in a microwave safe container (NO GLASS) labeled with heating instructions. You may also pack lunch in an insulated thermos to keep warm. Utensils must be metal or reusable plastic (disposable plastic utensils pose as a choking hazard).

As we wish to encourage sound nutrition, we ask that parents send lunches and snacks that are well balanced. This includes grains/breads, protein and/or dairy, and fruits and/or vegetables.

To promote healthy eating habits, teachers encourage children to eat what has been sent for their snacks and lunch; with this in mind, we ask that parents send a variety of healthy options. Per Early Education and Care best practice, staff will allow children to eat the foods that they have in the order they choose; we cannot withhold food or not permit children to eat some foods until they have eaten others; with this in mind, please send foods that you wish your child to eat, and staff will encourage the enjoyment of all foods they have been provided for snacks and lunch.

Grapes and hot dogs must be cut lengthwise and in very small pieces to reduce the chance of choking.
When sending in food from home, please be mindful that we are a NUT FREE SCHOOL. This includes any tree-nuts products, and Nutella.

Toileting and Diapering

At Busy Little Bees, children are not required to be toilet trained by a specific age. We believe that a child should begin toilet training when he/she is physically and psychologically ready. Parents and teachers should be alert to signs of readiness and together discuss an individual plan. We will continue the toileting process here once it has begun at home. Children must be ready to participate willingly if the process of toilet learning is to be a positive one, and, to this end, the Center cannot and will not force a child to use the toilet.

Parent Involvement

Cooperation between home and school is essential. The teachers would appreciate your help with the following:

- Practice basic life skills such as bathroom skills (wiping, hand washing, and pulling their pants up and down), eating independently, blowing their nose, and dressing themselves independently.
- Develop the habit of reading to your child for about 15 minutes every day.
- Label all school clothing and belongings with the child's name.
- Notify your child's teacher if another child's belongings are brought home by mistake and send them back.

- Allow plenty of time before school for breakfast and toileting.
- Help your child to form the habit of getting to school on time.
- Get acquainted with his/her teacher. Plan to attend meetings that will be held.
- Check each evening to see if any notes/notices have been sent home in your child's book-bag (folder).
- Send money in envelopes with your child's name, room number, amount enclosed, and what the money is to be used for (example: field trip, various fundraising).
- Show your child how to zip, button, and snap clothing and how to tie shoes.
- Teach your child his/her full name, address, telephone number and birthday.
- Show him/her the safest route from home to school.
- Help your child to learn to listen.
- Develop good eating habits.
- Establish an early bedtime with a quiet time before retiring.
- Limit the amount and types of TV programs that your child watches.
- Please discuss what your child sees on TV with him/her.
- Stress the proper grip when holding crayons, markers, and pencils.
- Encourage your child to think for himself/herself.
- Develop responsibility for care of toys and other belongings.
- Help your child to develop good manners.
- Please do not do everything for your child. Allow him/her some freedom to develop independence and to make choices.