



BUSY BEE CHILD DEVELOPMENT AND LEARNING CENTER

Family Handbook

2026-2027 School Year

Welcome

Welcome to Busy Bee Child Development and Learning Center!

We are honored that you have chosen Busy Bee to be part of your child's early learning journey. Our goal is to provide a safe, nurturing, and engaging environment where children can learn, grow, explore, and develop confidence.

We believe that strong partnerships between families and educators create the best foundation for children's success. This handbook has been created to help answer common questions and outline the policies and procedures that allow our program to operate smoothly and effectively.

We look forward to partnering with your family and making this a wonderful year of learning and growth.

Website: www.busybeecdcl.com

Facebook: www.facebook.com/BusyBeeCDLC

Table of Contents

1. About Us
2. Mission Statement
3. Non-Discrimination Policy
4. Family Communication
5. Family Partnership Expectations
6. Enrollment Requirements
7. Financial Policies
8. Attendance and Arrival Procedures
9. Curriculum and Learning
10. Safety and Security
11. Health and Illness Policies
12. Guidance and Discipline
13. General Policies and Procedures
14. Potty Training
15. Withdrawal and Dismissal
16. Handbook Acknowledgement

About Us

Busy Bee Child Development and Learning Center began with a vision - to create a thoughtfully designed preschool where children are truly known, valued, and guided with intention.

In 2022, we proudly purchased the center with a commitment to reimagine what early childhood education could be. Over the course of six transformative weeks, the school was completely renovated to reflect a higher standard of learning - one that blends warmth, structure, and academic purpose within a beautiful and nurturing environment.

In August 2022, Busy Bee officially opened its doors under new ownership, marking the beginning of a new chapter rooted in excellence.

Today, we are honored to be celebrating our fourth school year- our third year as a Voluntary Prekindergarten (VPK) program. What began as a dream has grown into a thriving school community, built on strong relationships, dedicated educators, and a shared commitment to each child's success.

At Busy Bee, our story is still being written each day - in the laughter of our classrooms, the confidence of our learners, and the trust of the families we serve. We are proud of how far we have come, and even more inspired by what lies ahead.

Mission Statement

At Busy Bee Child Development and Learning Center, we believe children thrive in an environment that celebrates their individuality while nurturing their growth academically, socially, and emotionally. By recognizing each child's unique strengths, interests and natural curiosity, we create meaningful opportunities for learning, exploration, and skill development - while fostering friendships that can last a lifetime.

Our academic-based approach provides a strong educational foundation through structured, engaging learning experiences tailored to each child's developmental level. With small class sizes, we are able to offer individualized attention that supports confidence, independence, and a love of learning. We thoughtfully balance guided instruction with hands-on activities, allowing children to build essential skills while staying engaged and inspired.

We are committed to building strong, respectful partnerships with our families. Through open communication and mutual trust, we work together to support each child's development while encouraging and uplifting parents in the important roles at home.

At Busy Bee, we also value the dedicated teachers who make our school so special. We strive to offer a supportive and collaborative workplace where creativity, flexibility, and effective classroom management are prioritized. By investing in our staff, we ensure that every child receives a high-quality preschool experience in a nurturing, structured, and engaging environment.

Non-Discrimination Policy

Busy Bee Child Development and Learning Center welcomes all children and families. We do not discriminate on the basis of race, color, religion, national origin, sex, disability, or any other legally protected status in admissions, enrollment, employment practices, or program administration.

Reasonable accommodations will be considered for children with documented special needs whenever possible and appropriate within the scope of our program.

Family Communication

Open communication is essential to a successful partnership between families and our staff.

We communicate through:

- ProCare
- Parent emails
- Classroom communications
- Information boards
- Daily reports
- Newsletters and announcements

- Social media updates
- Phone calls when necessary

Families are encouraged to reach out with questions, concerns, or updates regarding their child at any time.

Partnering with Families

We believe children thrive when families and educators work together.

Families are expected to:

- Maintain current contact information
- Sign children in and out daily
- Notify the center of absences
- Inform staff of changes that may impact a child's well-being
- Read and respond to school communications
- Attend conferences when requested
- Participate in special events whenever possible
- Treat staff, children, and families with respect

To ensure safety, children must remain under adult supervision while entering or exiting the building and parking lot.

Enrollment Requirements

The following documents must be submitted before enrollment is complete:

- Enrollment Application
- Health and Emergency Information Form
- Child Profile

- Food Allergy Action Plan (if applicable)
- Current Immunization Records
- Any additional forms required by state regulations

Families are responsible for notifying the center whenever contact information, emergency contacts, medical information, or custody arrangements change.

Financial Policies

Registration Fee

A non-refundable registration fee of \$100 per child is due upon enrollment.

Tuition

Tuition is due in advance and reserves your child's space in the program.

Tuition is not adjusted for:

- Absences
- Holidays
- Vacation days
- Weather closures
- Temporary program interruptions

Weekly tuition is due each Friday for the upcoming week.

Monthly tuition is due on the first business day of each month. Tuition rates are subject to change. Parents will be given two weeks written notice prior to any change.

School Readiness & VPK Funding

Families receiving School Readiness assistance are responsible for any parent co-payments and tuition differential not covered by the School Readiness program. A detailed fee breakdown will be provided prior to enrollment. Should your School Readiness funding amount change at any time during the school year, an updated

tuition breakdown will be provided reflecting any adjustments to your financial responsibility.

Families participating in the Voluntary Prekindergarten (VPK) Program will receive a tuition schedule outlining all applicable fees for the school year. Please note that VPK funding covers 180 instructional days and does not cover the full calendar year. Families are responsible for tuition during designated non-VPK weeks. A schedule identifying these dates will be provided at the beginning of the school year, and those weeks will be billed at the center's regular tuition rate.

If you have any questions regarding School Readiness, VPK funding, or your family's tuition responsibility, please contact the administration office for assistance.

Late Payments

Accounts not paid by closing on Monday will incur a \$15 late fee.

Children may not attend until outstanding balances have been resolved.

Returned Payments

Returned payments are subject to applicable bank fees and must be replaced with cash, money order, or cashier's check.

Late Pick-Up Fees

Our center closes promptly at 5:45 PM.

A late fee of \$5.00 per five-minute increment will be charged beginning at 5:46 PM.

Repeated late pickups may result in additional action or termination of services.

Vacation Credit

Each family receives one tuition-free week per school year.

Vacation time:

- Must be requested in advance
- Must be taken Monday through Friday
- Cannot be divided into separate days
- Cannot be carried over into the next school year

Attendance and Arrival Procedures

Hours of Operation

Monday through Friday 7:00 AM – 5:45 PM

Children may attend a maximum of 10 hours per day.

Arrival

To support classroom routines and learning experiences, children should arrive no later than 9:00 AM unless prior arrangements have been made.

Families must sign children in before entering the classroom.

Departure

Only individuals listed on the authorized pickup form may pick up a child.

Photo identification may be required.

Children must be signed out before leaving the building.

Holiday Schedule and School Closures

Our annual holiday calendar, scheduled school closures, and designated non-VPK weeks are established prior to the start of each school year. Families will receive a complete calendar at the time of enrollment to assist with planning throughout the year.

In the event of an unexpected closure due to inclement weather, emergency situations, or other unforeseen circumstances, families will be notified promptly through ProCare. Closure information will also be posted on our website and social media pages whenever possible.

We encourage families to monitor ProCare regularly, as it is our primary method of communication for important announcements and time-sensitive updates.

Curriculum and Learning

Busy Bee provides developmentally appropriate educational experiences designed to support each child's social, emotional, physical, and cognitive growth.

Our curriculum encourages:

- Exploration • Creativity • Problem-solving • Independence • Social development • School readiness skills

Learning takes place through purposeful play, hands-on experiences, teacher-guided activities, and meaningful interactions.

Safety and Security

The safety of every child is our highest priority.

Safety measures include:

- Secured entrances
- Staff supervision at all times
- Monthly fire drills
- Emergency preparedness plans
- Routine safety inspections
- Playground safety checks

Emergency procedures are practiced regularly to ensure staff and children are prepared in the event of an emergency.

Health and Illness Policies

Children must be healthy enough to participate comfortably in all daily activities.

Children will be sent home if they exhibit:

- Fever of 100°F or higher
- Vomiting
- Diarrhea
- Pink eye
- Unexplained rash
- Contagious illness symptoms
- Any condition that prevents participation in classroom activities

Children must remain home until symptom-free for 24 hours without medication unless otherwise cleared by a physician.

Parents will be contacted and expected to pick up their child within one hour of notification.

Medication Policy

Busy Bee does not administer prescription or over-the-counter medications without written permission from parent/guardian.

This includes diaper creams, cough medications, and cold medications.

Guidance and Discipline

Our goal is to help children develop self-control, problem-solving skills, and positive relationships.

We use:

- Positive reinforcement
- Redirection
- Modeling appropriate behavior
- Encouragement and support
- Developmentally appropriate expectations

We do not use:

- Physical punishment
- Humiliation
- Threats
- Harsh discipline
- Withholding food or rest

Families will be informed of any significant behavioral concerns, and collaborative plans may be developed when needed.

Biting Policy

Biting is a common developmental behavior in young children but is taken seriously.

When a biting incident occurs:

- The injured child is comforted and cared for immediately.
- The biting child is redirected appropriately.
- Incident reports are completed.
- Both families are notified.
- Confidentiality is maintained.

Staff will work closely with families to address repeated incidents and support positive behavior development.

General Policies and Procedures

Clothing

Children should wear comfortable clothing suitable for active play.

Closed-toe athletic shoes are strongly recommended.

Please send two complete changes of clothing labeled with your child's name.

Meals and Snacks

Busy Bee provides nutritious snacks.

Families are responsible for providing lunch each day.

Food cannot be heated or reheated by staff.

Naptime

All children participate in a daily rest period. If they do not sleep, they must stay quietly on their mat.

Comfort items such as small blankets or pillows may be brought from home.

Personal Belongings

Please do not send:

- Toys
- Electronics
- Valuable items
- Money
- Gum or candy

Busy Bee is not responsible for lost or damaged personal belongings.

Confidentiality

All information regarding enrolled children and families is kept confidential.

Potty Training

Potty Training is an important developmental milestone.

Families and teachers will work together to support each child's readiness and success.

Children must be fully potty trained before transitioning into the Three-Year-Old Program.

Families should provide multiple changes of clothing during the potty training process.

Withdrawal and Dismissal

Families wishing to withdraw must provide a minimum of two weeks written notice.

Tuition remains due during the notice period regardless of attendance.

Busy Bee reserves the right to discontinue enrollment when:

- Tuition remains unpaid
- Policies are repeatedly violated
- A child's needs cannot be safely met within the program
- Family cooperation is consistently lacking

Every effort will be made to communicate concerns and work collaboratively toward solutions before dismissal becomes necessary.

Final Statement

Thank you for trusting Busy Bee Child Development and Learning Center with your child's care and education.

We are committed to creating a safe, nurturing, and engaging environment where children can learn, grow, and thrive. We look forward to partnering with your family throughout the coming year.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____