



Welcome!

We look forward to sharing the upcoming years with you and your family as we partner in helping your child build a strong foundation for a bright future!

To find out more about Busy Bee Child Development and Learning Center LLC, please visit our Facebook page www.facebook.com/BusyBeeCDLC or our website www.busybeecdcl.com

About Busy Bee Child Development and Learning Center LLC

At Busy Bee Child Development and Learning Center, every effort is made to make learning intriguing, interesting and rewarding. We strive for young minds to enjoy learning and for learning to become self-fulfilling. We believe learning occupies the mind. At Busy Bee Child Development and Learning Center, we help guide things towards peaceful pursuits. We strongly believe that appropriate activity focuses attention and a settled attention span allows the mind to expand. This is one of the seeds to personal developmental growth. We focus on the development of learning to become a way of life. At Busy Bee Child Development and Learning Center, how to learn is as much priority as what to learn and we understand and accept that all minds learn differently. We help develop the necessary skills needed for all types of minds to learn and flourish. We pride ourselves on having the patience, knowledge and techniques to educate all types of learners, personalities and behaviors. We associate learning with enjoyment so learning, like playful pursuits, becomes mentally integrated as pleasurable.

Mission Statement

Busy Bee Child Development and Learning Center believes that children thrive in an environment that values their own uniqueness, while providing support and opportunities to grow emotionally, socially, and creatively. By building on each child's strengths, interests, and curiosities, we guide children to explore the world around them and to develop new abilities and form lifelong relationships. We realize that play is a child's natural way of communication, discovery, and expression. Through this concept, we will empower the children of today to become the exceptional leaders of tomorrow.

Busy Bee Child Development and Learning Center seeks to form a partnership with parents consisting of open communication and mutual respect. We also seek to encourage parents in their family roles as caregivers and disciplinarians.

As a childcare provider and employer, Busy Bee Child Development and Learning Center strives to establish good working relations with staff to ensure quality care and preschool experiences for children. It is our aim to help staff realize the importance of creativity and flexibility in teaching, and the importance of establishing and practicing classroom management techniques to ensure equal learning opportunities for all children.

Equal Opportunity

This School does not discriminate on the basis of race, color, religion, national origin, sex, citizenship, handicap or disability or any other legally protected status in regards to admissions or in the administration of its educational policies and administered programs.

This School makes its programs and services accessible to individuals with disabilities. The school welcomes requests for accommodation. The school will attempt to provide reasonable accommodations to qualified students with mental or physical disabilities, to the extent that such a request does not cause a fundamental alteration to the school's program/curriculum and to the extent that it does not create an undue hardship for the school.

The first step in requesting an accommodation is to provide the Owner with documentation of the condition from a qualified professional, such as a physician, psychiatrist or psychologist. Upon receipt of such documentation and recommendations, we will communicate with family in an interactive process to obtain additional information or discuss the circumstance related to request.

Communications

Written Communication

There are a variety of ways in which we communicate with families such as:

- Advisement letters of illness in the classroom
- Classroom Parent Board
- Computer generated messages at sign in/out station
- Daily/Weekly reports
- Letters from the administrative staff or owner
- Postings on the Information Board located in the lobby
- Teacher notes
- Weekly Snack Menu posted on the Café Board (copies available at the information board in the lobby)

Role of Families or Other Caregivers: Our General Expectations for You

The relationship between families and school staff is vital to the success of a child's experience. To achieve this success, we rely on families to partner with us through open communication and understanding that the development and growth of the child is top priority.

In the early years, the family unit is such an important part of a child's life. Therefore, if there are family situations that affect your child, please discuss them with your child's teacher or the owner. Remember that any information regarding a personal issue is kept confidential and we are glad to help whenever possible.

To help ensure a smooth transition and reduce confusion in the school setting, families can assist by:

- Signing children in and out at the front desk and escorting them to their designated class.
- Supervising your children at all times while escorting them inside the school and in the parking area.
- Driving safely through the parking area.

- Reading, understanding, and having all forms completed promptly.
- Updating forms, as needed when changes occur (i.e., new phone number, address, etc.).
- Keeping staff informed of special needs or changes that might affect your child's behavior.
- Notifying the school if your child will be absent.
- Notifying the school if you will be later than usual picking up your child.
- Provide at least two changes of clothes marked with your child's name. Make sure to change due to weather or growth of child. (Our school is not responsible for lost clothing.)
- Not allowing children to bring in toys. (This rule does not include special transition toys such as a blanket or other security items to which your child is significantly attached. Nor does this include "show and share" days.)
- Participating in the school's special activities.
- Attending scheduled family meetings and conferences.
- Asking questions, making suggestions or addressing concerns as they arise.

Proper Contacts

Billing Questions:

Contact the Owner, Hannah.

Checking on Your Child's Day:

Parents are not permitted to stop in during the day to check on their children. This is a disruption to the teachers and students. If you would like to know how your child's day is going, please contact the office and we will transfer you to the teacher. Please limit calls as this can be disruptive. You may alternatively send a message through Procure, and the teacher will respond as quickly as possible. Daily reports are sent home when you sign out your child for the day.

Concerns with your child's classroom or teacher:

Talk directly with the teacher. Our preference is for teachers and families to keep an open line communication and work together to solve issues. If problems cannot be solved at this level, please notify the front desk staff.

Concerns with the Center:

Talk directly to the owner or send us an email at hannah@busybeecdlic.com

Emergency Contact List

Fire / Police / Sheriff / Ambulance – 911

Manatee Health Dept. – 941 748-0747

Poison Control – (800) 222-1222

Abuse Hotline – (800) 962 2873

Harassment or Bullying:

Please contact the owner immediately if you believe you or your child is a victim of harassment or bullying or any other serious misconduct.

Ideas and Suggestions:

We are always open to your input. Our goal is to team up with our families to make Busy Bee Child Development and Learning Center the best school it can be.

If your concern cannot be resolved by the parties involved, the matter should be taken directly to the Owner.

Please note: If we do not know of your concern or problem, we cannot help resolve it, so please contact us immediately if you have any concerns or issues.

Admission Process**First Day**

On your child's first day of school the following forms must be completed, signed and reviewed by the administrative staff:

- Enrollment Application

- Infant/Toddler Information Sheet OR Child Profile (if applicable)
- Health and Emergency Form
- Food Allergy Form (if applicable)
- H1N1 Virus Information (required by Florida law as of 2009)
- Immunization Report (from doctor's office)
- Acknowledgement and Receipt of Busy Bee Child Development and Learning Center Family Handbook

No child may continue enrollment in school for more than 30 days without a current immunization report.

Please inform the administrative staff of any allergies or special dietary requirements prior to your child's first day.

If information in these forms changes during the child's enrollment, families are responsible for notifying the school in writing of the changes. This includes but is not limited to phone number, emergency contacts, work locations, or child's physician.

Financial Policies

Registration Fees

- The registration fee is due at time of registration and is non-refundable. This fee is \$100.00 per child.

Tuition and Other fees

Tuition includes educational programs and snack daily.

Families are responsible for any special diet required for their child with no adjustment to tuition given.

Late Fee for Late Pick-up

If you will be late arriving to the school for pick-up, please call and notify the administration. There will be a charge of \$5.00 for every 5 minutes that you are late after 5:45pm. If children are not picked up after 30 minutes of closing and no attempt to contact the school has been

made, legal authorities will be contacted. Late charges are due at time of occurrence. Child may not return to class until fine has been paid.

When Tuition is Due

Tuition is paid weekly or monthly in advance with no deductions for absence, holidays, teacher workdays and days the school is closed for inclement weather. Tuition is due Friday for the upcoming week. If the tuition and fees are not paid in full by close of business the following Monday, child will not be permitted to return to class until paid. Late fees will be assessed in the amount of \$15 per week and the child will be subject to dismissal.

Families will be notified of any changes in tuition within two weeks of the change. We reserve the right to change tuition and/or program fees due to unforeseen increases in expenses. Any additional charges such as late pick-up, field trips, etc. will be billed to the family account and must be paid with the next week's tuition payment.

Child Absenteeism

You are expected to pay your child's full weekly rate of tuition whether your child is in attendance or not.

Holidays

Although we are closed for the following holidays, tuition payment is still required: New Year's Day, Good Friday, Memorial Day, Labor Day, Independence Day, Thanksgiving Day and the following Friday, Christmas Eve and Christmas Day. If one of the above mentioned holidays is on a Saturday or Sunday, the holiday will still be observed during the weekday. Ample notice will be given of such closings. Busy Bee will also be closed for one week at Christmas and one week in July. Exact dates will be provided at the start of the school year.

NSF Charges

If a check is returned for any reason, an NSF (non-sufficient fund) charge will be applied to your account. This will be due in addition to any late charges prior to the beginning of next week. Returned checks must be covered by a cashier's check, money order or cash.

Unexpected Closings

If the school is closed due to unexpected circumstances, such as inclement weather, full payment of tuition is still required. We reserve the right to close any additional days needed and full tuition payment is expected.

Vacation Time

You will receive one free week of tuition cost (per school year) to be used as vacation time. The week vacation must be taken in 5 consecutive days (Monday through Friday). Vacation cannot be carried over the next year.

Withdrawal

Families are responsible for initiating the child withdrawal process. Specifically, we require a 2-week notice prior to the withdrawal date. Any school property in the possession of the child or child's family is to be returned and any outstanding financial obligations are to be met BEFORE leaving the school.

Dismissal Policy

The staff will work with each child to meet the needs of that child and every effort will be made to provide a positive learning experience.

However, this school reserves the right to ask families to make alternative arrangements for care if it is determined that a child's needs cannot be met or the child has not adjusted to group care provided by school. In the event behavior becomes disruptive to the program or poses an unsafe situation for the child or other children in the school, alternative arrangements may be required.

A dismissal will only be considered after careful consideration. If the school determines that our program is not a successful match, families will be given referral information to assist in the transition to a program better suited to the family's needs.

Also, if you, the parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulations, or fails to follow any Busy Bee Child Development and Learning Center policy or procedure, it may be necessary to dismiss your child from our school.

Attendance

School Hours

This school is open Monday through Friday, 12 months per year, from 7:00am until 5:45pm, with care not to exceed 10 hours. Since we are licensed only for specific hours of operation, no early drop-off can be allowed. (School Holiday Closings will be posted in the center).

Arrival

Using the computerized sign-in and out procedure, please sign your child in before escorting him/her to class. We require all children arrive by 9:00am so they may partake in their classroom's morning group time. Morning activities usually begin at this time and this will help your child to be a fully participating group member. It is also around this time that teachers take manual attendance of their classroom. The only exception to our arrival procedure, is prior notice of a doctor appointment with a written doctor excuse. Notice must be received no later than the day prior.

Departure

To pick-up a child from school, an adult must come into the building, sign the child out, let the teacher be aware of your presence and escort the child out of the building. The family or guardian must supervise their child at all times after leaving the classroom, both inside the building and in the parking area. If someone other than family member is picking up a child, they will be asked for a picture ID to match the person to the name given by the family.

Classroom Experience

Curriculum

Educational priorities are well defined at Busy Bee Child Development and Learning Center. Our comprehensive curriculum materials are designed specifically for each stage of development.

The curriculum establishes a solid foundation for educational growth beginning with a child's first day. Each of our curriculum programs is research-based and includes developmentally appropriate activities.

Safety

General Safety Statement

All of the policies, rules and regulations presented in this handbook are designed to make the time your child spends at our school safe and rewarding. We have a number of steps to promote the safety and protection of your child while in our care. They are as follows;

- All exits and entrances are locked.
- Observations of the classrooms are performed by the administration.

Center Safety

Fire drills are performed on a monthly basis and all staff members are instructed on proper tornado procedures.

Classroom Safety

Our School is located in an area which is free from conditions which are deemed hazardous to the physical and moral welfare of the children. Our school provides equipment and furnishings that are child-sized, sturdy, safe and in good repair. Individual teachers are responsible for the set-up of their classroom. It is part of their daily routine to wash and sanitize toys and furniture with guidelines as to what equipment and toys should exist in each classroom.

Playground Safety

A safe, age-appropriate outdoor environment is provided for our children. The following rules are enforced for indoor and outdoor play areas:

- When a class has outdoor time, all children must stay with their class.
- Teachers will supervise the children on the playground at all times.
- In case of an accident, a teacher may call for help or our teacher may bring a child in for first aid.
- At no time will the class be left on the playground without appropriate supervision.
- The teachers will inspect the playground daily and report any unsafe conditions immediately. The administration will perform an in-depth monthly playground inspection on playground equipment and surfaces to ensure that repairs are noted and performed.

Weather Safety

Inclement Weather

This school takes into consideration several factors when making a judgment as to whether we will open late or close early due to inclement weather. We do our own assessment of the conditions including local authority recommendations, local road conditions and forecasted weather.

Please check the following links for school closing information due to inclement weather or other unforeseen circumstances:

www.Busybeecdllc.com

www.facebook.com/Busybeecdllc

Emergency Procedures

If an emergency situation develops such as severe weather, fire, physical problems with the building, or power failure, the children's safety is our first concern. Evacuation route diagrams are posted throughout the facility.

The school is equipped with a fire alarm system, a sprinkler system, fire extinguishers in each room, and weather alert radio.

In the event of a natural disaster such as a hurricane, tornado, etc., the families will be notified as soon as possible to pick up their child. If the family cannot be reached, the emergency contact will be called (this person should be local to the school)

Health

Sick Policy

Our ultimate goal is to provide a place where your child can learn, develop and have fun in a safe and healthy environment. The school is not equipped with the staff or faculty to care for sick children for an extended length of time. We depend on you to assume care for your sick child. The following guidelines for excluding children help us to keep many communicable illnesses out of our facility and thereby maintain regular attendance from the majority of the children and staff.

If your child is absent, please contact us and let us know the reason. We will need this information to prevent the spread of contagious disease in the facility. If we do not receive a phone call, you will receive one from the school confirming the absence.

A child will be excluded from the classroom and comforted in the front office by a member of our administration while the family members are contacted to pick up within 1 hour in the event of any of the conditions listed in our sick policy.

Listed here are symptoms that indicate your child should not be present in the classroom. These symptoms most likely will also be an indication that your child should see a doctor for treatment and possibly prescribed medication:

- Temperature in excess of 100 degrees.
- Second occurrence of diarrhea or vomiting.
- Other infections symptoms such as a green runny nose, rash, pink eye, or skin infection.
- Dry coughing
- Loss of taste and smell
- Muscle Aches
- Chills
- Headaches
- Lethargic
- Tired (not able to participate in classroom activities due to exhaustion)

All of these conditions (except fever) will require 24 hours treatment and/or a doctor's note for the child to resume their normal attendance schedule. Children must be completely fever free for 24 hours without the aid of medication before returning to school.

THE ONLY EXCEPTION will be written notice from the child's doctor stating that he/she is

- 1) not contagious
- 2) past the period of being contagious
- 3) is receiving antibiotics for illness.

Note must specify date the child can return and diagnosis.

Infectious Diseases

If a child or staff member is diagnosed with an infection or communicable disease, you will be notified by a sign at the check in counter, as well as a parent email from Busy Bee Child Development and Learning Center. The sign will contain the name of the disease, the date it was diagnosed and any symptoms that would alert you to the presence of the disease. It is your responsibility to report to the school any infectious or communicable disease for which your child is diagnosed. If anyone in your home is experiencing any of the above symptoms, please keep your child home as a safety precaution until the child is cleared by a doctor as negative of the disease.

The school should be notified by the family if a child or sibling has contracted a communicable disease such as COVID, measles, pink eye, strep throat, head lice, hepatitis, meningitis, mononucleosis, or any other communicable disease. The student with the communicable disease must be cleared by a doctor or nurse.

Infection Disease Preventative Measures

Frequently touched surfaces are cleaned hourly. If anyone in your home has been exposed to an infectious disease, please keep your child home.

Administering Medication

We, as a policy, do NOT administer medication. This includes Diaper creams. NO over-the-counter medication will be administered. Furthermore, in accordance to the U.S Food and Drug Administration Public Health Advisory, NO nonprescription cough or cold medicine will be administered to children attending the school.

Emergency Medical Care

Each child upon enrollment must have emergency care information on file. It is the family's responsibility to keep this information current. In the case of a medical emergency, you will be notified immediately.

If warranted, emergency medical personnel will be contacted to provide transportation to the hospital specified on the Health and Emergency Information form. If possible, a member of the school administration or the child's teacher will accompany the child.

Immunizations

The school must have on file the Immunization Records for each child with specific dates recorded. These forms are obtained from a private physician or the local Health Department.

All forms must be dated and signed by a physician within the first thirty (30) days of the child's attendance at school.

Reporting Abuse and Neglect

As a state mandated reporter, in the event a trained staff member feels a child has been abused or neglected, the staff member has the responsibility to report his/her suspicion to social services. The staff member may choose to remain anonymous.

All allegations of abuse or neglect will be received by the state agency overseeing child care as well as Busy Bee Child Development and Learning Center. The county department of social services will determine if any investigation is needed within the 24 hours of the complaint. Even if it is determined that the allegation does not warrant investigation, the complaint shall be investigated by state child care service and Busy Bee Child Development and Learning Center.

We take our responsibilities to report suspected child abuse, neglect and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the school's mandatory reporting obligations, please consult the owner.

Child Conduct

Basic Expectations

Our discipline policy at Busy Bee Child Development and Learning Center is built around our understanding of child development. Our goal is to allow each child to find and develop their own personal self-management skills. As teachers and staff, we offer children choices so they feel powerful in their ability to gain self-control. We use positive behavior management techniques such as positive phrasing and "I" statements as ways to further develop self-discipline. If the environment is over-stimulating, a staff member may escort the child to a "quiet area" where they can talk with the staff member. Families will always be informed if a situation such as this has occurred. If a child continues to have a difficult time, a team meeting

with the family may be requested. This meeting will consist of the team developing a plan of action to best meet the needs of the child and the family.

Discipline Policy

Praise, positive reinforcement and redirection are effective methods for the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy outlined in this handbook.

At Busy Bee Child Development and Learning Center we use a method of “redirection” to guide children toward appropriate behavior. If the child is engaged in behavior that is not conducive to a safe and happy learning environment, the teacher will “redirect” the child toward appropriate behavior.

Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children.

Child Behavior

Children will be subject to disciplinary action up to and including immediate dismissal for:

- abuse or damage of school property
- bullying or harassment
- committing a serious breach of conduct inside or outside of the school
- disrespect
- disruption of school functions
- fighting
- lewd or obscene behavior
- possession or use of a weapon, among other things
- profanity or vulgarity
- sexual or other misconduct

- stealing
- threatening behavior
- verbal or physical assault
- willful disobedience
- possession or sale of tobacco, alcohol, drugs, or drugs related items.

Biting Policy

The school understands that occasional displays of aggression, like biting, are typical in young children and are part of normal early childhood development. However, repeated incidents of biting will not be tolerated. Our objective is to ensure that our school maintains the highest level of safety within our environment and our staff member respond appropriately to aggressive behaviors.

The biter is immediately removed from the group and the bitten child is consoled and the bitten area washed with soap and water. If needed, ice is applied. A written biting report is given to the parents of all children involved when they are picked up that day. The name of the biting child is not released. This can make an already difficult situation more difficult. We work with each biting child on resolving conflict or frustration in an appropriate manner. We make special efforts to protect potential biting victims. We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

General Policies and Procedures

Confidentiality

Information pertaining to the children enrolled at the school and the staff employed at the school is considered confidential. To set up dates or send party invitations, etc., families often ask for the phone numbers and/or addresses of other children in the school we will happily pass notes or messages from you, but we cannot release confidential contact information.

Diapering

Children are checked at scheduled intervals throughout the day and changed at the first sign of wetness or soiling. No child is knowingly left in wet or soiled clothing. For children who wear

diapers or toilet training pants, each family must provide an ample supply for each day/week. We do not supply these items and families will be notified if a child is running low on supplies.

Dress Code

Learning and play go hand in hand in the early years! We ask that you please dress your child in play clothes and tennis shoes. (sandals, flip flops and cowboy boots have proven to be hazardous choice of footwear for busy children)

Also, please avoid sending your child to school in shirts with unkind or lewd messages. (even shirts printed with such words as “brat” or “little troublemaker” have negative connotations and should not be worn to school.)

Lost and Found

All items in lost and found will be held for 30 days. If not claimed, they will be donated to a charitable organization.

Meals and/or Snacks

Our school provides nutritional snacks. Parents are required to provide lunch. There is no heating/reheating of food.

For children with food allergies, we require parents to complete a food allergy action plan. Class teachers will be notified of the plan and a copy will be posted in the child’s classroom and lunch room.

Naptime

All children are required to have a quiet time following lunch and are encouraged to sleep during this time. Children who are five years of age and older are not expected to nap, but are provided with quiet time. Children who fall asleep will be allowed to sleep until the end of the rest period, as designated by the daily schedule. A small item, such as a pillow or blanket, may be brought from home to comfort your child at this time. The item must be small enough to fit into their school bag.

Please do not bring your child to school during naptime. Chances are that your child will not be ready for nap and may disturb the other children that are resting.

Personal Belongings

Upon enrollment in our program, you should bring the following for your child:

- Two complete changes of clothing appropriate for the weather. Each item must be labeled with the child's name or initials, including socks and underwear.
- Disposable diapers/pull-ups if not yet potty trained.

Pets

Due to health and safety concerns, pets may not be brought into school without the owner's advance consent. When picking up or dropping off your child, please leave pets in vehicle.

Policy of Release

For the opportunity to have children's names, voices, pictures, portraits, artwork and/or likenesses published and for other good and valuable consideration as described in the release form, signing the form constitutes an agreement between parents/guardians and Busy Bee Child Development and Learning Center regarding the subject matter thereof. If for any reason, you do not wish to sign the release form, please let the owner know as soon as possible. Also, be sure you make the classroom teacher aware of your wishes.

Prohibited Items

The following items should not be brought to the school:

- Cell phones
- Cds, DVDs, iPods, PS2s and similar items
- Cameras and video cameras
- Skateboards
- Electronic Games
- Beepers
- Inappropriate reading materials
- Any other items that would distract from learning.
- Gum or candy

Safeguarding Valuables

Children should not bring excessive amounts of money or other valuables to the school. Valuables such as expensive clothing, blankets, toys, electronics, jewelry, etc. should not be worn to school. The school will not be held responsible for lost, stolen or damaged valuables.

Toilet Training

Toilet training begins in our toddler classroom. This is an important milestone for your child to reach, especially if he/she is fast approaching 3 to 3 ½ years of age. **Children may not move up to our Fours classroom until they are fully potty trained.**

Because potty training usually results in “accidents”, please be sure to send your child to school with several (two to three) changes of clothing. Be sure extra clothes are appropriate to the present season and are labeled with your child’s full name. All soiled clothing will be sent home same day for laundering. The school is prohibited from laundering any child’s soiled clothing.

Final Statement

We at Busy Bee Child Development and Learning Center want to provide you with the highest quality care for your child. We believe that nurturing children in a loving, wholesome environment is a community need that we do best because we commit ourselves to providing superior child care and early education services.

Material contained in this parent handbook can be changed as deemed necessary by Busy Bee Child Development and Learning Center.

Parent Signature

