

Busy Bee Child Development and Learning Center

Family Quick Reference Guide | 2026-2027

HOURS OF OPERATION

Monday-Friday: 7:00 AM - 5:45 PM

ARRIVAL & DEPARTURE

Children should arrive by 9:00 AM unless prior arrangements have been made. Families must sign children in and out each day. Authorized pick-up persons may be asked to show photo identification.

TUITION & FEES

Tuition is due in advance. Weekly tuition is due each Friday for the upcoming week. A \$15 late fee is applied to accounts not paid by closing on Monday. Late pick-up fees begin at 5:46 PM and are charged at \$5.00 per five-minute increment.

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.

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.

HEALTH & ILLNESS

Please keep your child home if they have a fever of 100°F or higher, vomiting, diarrhea, pink eye, an unexplained rash, or other contagious symptoms. Children must be symptom-free for 24 hours without medication before returning unless otherwise cleared by a physician.

WHAT TO BRING

Please send two complete changes of clothing labeled with your child's name. For children who are not yet potty trained, provide an adequate supply of diapers or pull-ups. Children should wear comfortable play clothes and closed-toe shoes.

QUESTIONS OR CONCERNS?

We value open communication and encourage families to reach out whenever they have questions, concerns, or need assistance.

Email: Hannah@BusyBeeCDLC.com

Phone: Main (941)900-2035 Mobile (941) 932-5586

ProCare: Families are always encouraged to send messages through ProCare for questions, updates, or general communication.

Please Note: While we make every effort to respond to messages as quickly as possible, response times may vary outside of business hours. As a small business owner and parent, I balance my responsibilities to both Busy Bee families and my own family. Messages received during evenings, weekends, holidays, or outside operating hours will be returned as soon as possible. Thank you for your understanding and patience as I work to provide timely communication while maintaining a healthy work-life balance.