



Parent Handbook



(406) 285-1685

busybeepreschool406@gmail.com



FACEBOOK.COM/BUSYBEEPRESCHOOL406



BUSYBEEPRESCHOOL.406



WWW.BUSYBEEPRESCHOOL406.COM

LOCATION

Busy Bee Preschool is located at:

51 WEST CAMERON BRIDGE ROAD BOZEMAN, MT

The preschool leases the space from Living Waters United Methodist Church.

In exchange for a monthly facility usage fee, the preschool has access to the education room, the fenced in outdoor playground, the sanctuary and the kitchen. We are grateful for all the support Busy Bee has received from Living Waters and are proud to call Living Waters our preschool home. Busy Bee Preschool has no affiliation with the church, and therefore any comments, questions, concerns, or grievances about the program should be addressed to the preschool owners.

Busy Bee Preschool is proud to be a licensed facility in the state of Montana, operating under PV#110449. Our licensing ensures that we meet all state regulations and standards for safety, health, and educational quality. We adhere strictly to these guidelines to provide a secure and nurturing environment for your child. For transparency and to keep parents well-informed, a copy of our licensing rules and regulations is available upon request.

PHILOSOPHY

At Busy Bee Preschool, our philosophy centers around play-based, active learning, which nurtures each child's unique potential. We offer a child-led curriculum for ages 3-6, guided and supported by our dedicated teachers. Our approach encourages natural curiosity and provides abundant opportunities for children to develop socially, physically, emotionally, intellectually, and creatively, all within a nurturing, child-centered environment. We believe in helping every child grow into the wonderful person they are destined to "bee."

"Playing with a purpose"

We believe that play challenges children's thinking and, when given a purpose, helps them learn in meaningful ways during their formative years. Through play, children engage all their senses, explore new ideas, and reenact experiences, allowing them to gain a deeper understanding of the world. Our curriculum is built around this philosophy, encouraging students to learn at their own pace and to follow their curiosity wherever it leads them.

"Playful learning does not mean non-academic"

OUR TEACHERS

Kym Farr and Amy Sharp are the teachers/co-owners of Busy Bee Preschool. They are not only experienced but also deeply dedicated to nurturing young minds. Each of them brings a wealth of unique skills, talents, and personalities to the preschools' learning environment. Committed to ongoing growth, both Kym and Amy undergo regular professional development, completing 16 hours of early childhood education annually, and maintain CPR/First Aid certification to ensure the safety and well-being of every child that attends Busy Bee.

OPEN HOUSE/ORIENTATION

Each school year begins in September and ends in May. Busy Bee will host an open house before the start of the school year where you and your entire family are welcome and encouraged to come and meet the other families and your child's classmates.

A letter will be emailed out with the time and date of the Open House when scheduled.

TUITION

Tuition is based on a nine-month rate and will be charged monthly, September through May.

Tuition is non-refundable.

Monthly tuition is billed in equal installments from September through May, regardless of the number of school days in each month. We do not offer reductions or make-up days for vacations, illness, absences, early withdrawals, school closures, holidays, or snow days. Your tuition reserves your child's spot for the month, whether they attend or not.

Monthly tuition payments are due on the first of each month. Payments are considered delinquent after the 10th day of the month and will incur a \$20 late fee. A charge of \$25 will be applied to any returned checks. Persistent delinquency in tuition payments may result in your child being withdrawn from the preschool. To withdraw a student from Busy Bee Preschool, parents must provide at least 30 days written notice. Additionally, we allow a grace time of 10 mins after pick-up time as we understand sometimes running a little late, after the grace time a late pick-up fee of \$1 per minute will be charged for each minute after the designated grace time.

Busy Bee Preschool accepts cash, check, Venmo or payment through the Brightwheel app.

Please make checks payable to:

Busy Bee Preschool



ENROLLMENT/REGISTRATION

Classes are open to all children ages 3-6 years old, regardless of race, color, religion, nationality, or ethnic origin.

We require a tour of our school before any admission paperwork is started. To be accepted into our preschool program children must be 3 years old by the start of the school year and must be toilet trained or almost there.

MONTHLY PROGRAM OPTIONS:

Monday-Thursday, 8:30am - 1pm

10% OFF for siblings

2 Days/week - \$300

3 Days/week - \$420

4 Days/week - \$560

OUR ENROLLMENT PROCESS REQUIRES THE FOLLOWING:

- Current Immunization Records or Exemption Statement
- A Complete & Signed Registration Form
- Emergency Contact & Consent Form
- Medical Authorization Form & OTC Medical Authorization Form
- A signed Social Media Release Form
- A signed Preschool Policy/Tuition Agreement Form
- \$90 Annual Snack Fee
- \$150 Non-Refundable Supply/Registration Fee*

SUPPLY/REGISTRATION FEE MUST ACCOMPANY THE REGISTRATION FORM TO SECURE YOUR CHILD'S PLACE IN THE PRESCHOOL

We require all enrollment requirements be complete before the first day of school.

No child will be admitted without current immunizations records or a signed exemption statement.

Every effort will be made to avoid terminating a child's enrollment however, we do reserve the right to terminate enrollment for any child if we believe they and/or their family are not the right fit for our school.

CALENDAR

Busy Bee Preschool follows the Belgrade School District Calendar. Busy Bee's start date will **not** coincide with Belgrade Schools but, all holidays and breaks will be observed in accordance with the current school year calendar unless otherwise stated. You may find a copy of our calendar on our website and on the Brightwheel app. A newsletter and monthly calendar will be given at the start of every month as a reminder of special events, field trips and closures happening that month. Any other school closures will be given advance notice if possible.

We are closed for the following holidays:

Thanksgiving Break, Christmas/Winter Break, MLK Day, President's Day, Spring Break, PIR/Teacher Education Days or any other School Holidays.

KEYLESS ENTRY

Busy Bee Preschool uses a keyless door lock for entry into our facility and we require a 4-Digit Code to gain access. The code changes yearly and is given to our current enrolled families at the start of the school year. This door code is **ONLY** for current families and their authorized pick-up guardians. **DO NOT** give Busy Bee's door code to anyone except your child's authorized pick-up guardians. Giving this information out without Busy Bee Preschool's consent will be grounds for your families termination of enrollment.

SNACKS/LUNCH

A \$90 annual snack fee is due at the start of the school year to help Busy Bee Preschool provide nutritious snacks for all students. This breaks down to \$10 per month over our 9-month school year.

Children are required to bring their own lunch each day.

To ensure a balanced meal for your child, we recommend including the following components:

protein, fruit, vegetable and grain

We encourage and suggest minimizing sugary foods such as candy, gummies, chocolates, and sodas.

Each child is to also bring his/her own water bottle, please label. They will have access to this at any time.

We also suggest providing a nut-free meal, though unfortunately we cannot guarantee a nut-free environment due to the multifunctional use of our facility and rental agreements. We cannot monitor the food that comes into the building when the preschool hours are closed.

We apologize for any inconvenience this may bring, but we consider your child's safety our top priority.

AUTHORIZATION TO PICKUP

For the safety and well-being of all children, Busy Bee Preschool has strict policies regarding pick-up procedures. Your child will only be released to individuals listed on their authorized pick-up list, which can be updated at any time through the Brightwheel app. If someone arrives to pick up your child and is under the influence of drugs or alcohol, your child will not be released, and you will be contacted immediately. Additionally, all individuals picking up children must have an appropriate car seat. If a car seat is not available, your child will not be released. In the case of custody disputes, we will adhere to the legal custody arrangements provided to us; please ensure we have the most up-to-date documentation. Our priority is ensuring your child's safety at all times.

EMERGENCIES

At Busy Bee Preschool, the safety and well-being of your child are our top priorities. All staff members are certified in first aid and CPR, allowing us to handle minor injuries such as scrapes, bumps, and bruises with on-site care. Should we determine that an injury requires further medical attention, we will contact parents or guardians immediately. In the event of a serious injury or illness, we will promptly call **911** or the poison control center **(1-800-222-1222)** followed by notifying the parents.

If an evacuation is necessary, our designated relocation site is Kenyon Noble Lumber & Hardware, located at 4949 Jackrabbit Ln, Bozeman, MT, where parents will be informed and given further instructions. For added peace of mind, we have a comprehensive emergency plan, which includes procedures for sheltering in place and lockdowns. This plan is available for review upon request from the owners. Additionally, we conduct emergency drills once a month to ensure our staff and students are well-prepared for any situation.

HEALTH/ILLNESS

Please include a copy of your child's current immunization records or exemption record with the registration form. For the health and wellbeing of your child and others at school, keep your child at home if any illness is suspected.

Your child must be clear of these/any symptoms for 24 hours before returning to preschool.

Fever over 100.4 degrees

Diarrhea

Bad colds: discolored nasal discharge, persistent cough

Vomiting, stomach flu

Ear infections or discharge from the ear

Eye discharge or extreme redness

Contagious skin rashes

Head lice

For children with allergies, we take extra precautions. Mild allergies will be monitored closely, and in the case of a severe allergic reaction, staff will follow the child's care plan, administering any necessary medication, such as an EpiPen, and contacting 911 if needed. Please keep your child's allergy information up to date with us so we can ensure their safety.

If your child becomes ill during school hours, we will contact you immediately and ask that a parent or authorized caregiver picks them up within one hour. Children must be symptom-free for at least 24 hours without the use of medication before returning to school. If your child is diagnosed with a contagious illness—such as COVID, measles, Hand, Foot & Mouth, or chicken pox—a doctor's note will be required for their return.

MEDICATION POLICY

Enrollment requires consent for emergency medical care. In the event of a medical emergency that necessitates calling 9-1-1, we will do so and promptly inform parents. To administer any prescription or nonprescription medication, we need written authorization from a parent.

Prescription medications must be in their original containers with detailed instructions, and a signed medication authorization form from your doctor is required. We will record times and dosages given at school.

With parental consent, we can apply sunscreen and administer non-ingestible over-the-counter medications like cortisone creams, medicated lip treatments, burn sprays, and antibiotic ointments. Please ensure that any medication is provided by a parent, is clearly labeled, includes an expiration date, and has the child's name on it.

MONTANA VACCINE REQUIREMENTS

MONTANA VACCINE REQUIREMENTS FOR CHILD CARE ATTENDANCE

To see which vaccines are required, find the child's age and look only at that row going across to find the vaccines and number of doses required.

| MONTANA DPHHS | DTaP (Diphtheria, Tetanus, Pertussis) | Hepatitis B as of 06/01/2018 | Hib (Haemophilus influenza type B) | Polio | PCV (Pneumococcal Conjugate) as of 06/01/2018 | MMR (Measles, Mumps, Rubella) | Varicella (chickenpox) |
|------------------|---|---------------------------------|--|----------------------|--|---|---------------------------|
| By 3 Months | 1 dose | 1 dose | 1 dose | 1 dose | 1 dose | | |
| By 5 Months | 2 doses | 2 doses | 2 doses | 2 doses | 2 doses | | |
| By 7 Months | 3 doses | 2 doses | 2 or 3 doses ¹ | 2 doses | 3 doses | | |
| By 16 Months | 3 doses | 2 doses | 3 or 4 doses ¹ | 2 doses | 4 doses ¹ | 1 dose ⁴ as of 06/01/2018 | |
| By 19 Months | 4 doses | 3 doses | 3 or 4 doses ¹ | 3 doses | 4 doses ¹ | 1 dose ⁴ | 1 dose ⁴ |
| By 6 Years | 4 doses ² | 3 doses | Not required after 5 years of age | 3 doses ² | Not required after 5 years of age | 2 doses | 2 doses |
| By 12 Years | 1 dose Tdap ³ | 3 doses | | 3 doses ² | | 2 doses | 2 doses |

¹Varies depending on vaccine type used, age started, or the Advisory Committee on Immunization Practice (ACIP) Catch-up schedule.

²One dose must be given on or after the 4th birthday.

³A child 7 years or older who has not completed the DTaP requirement must receive additional doses of Tdap or Td vaccine to become current per the ACIP Schedule.

⁴First dose must be given on or after the 1st birthday.

Note: A four-day grace period may apply, as appropriate, per the ACIP recommendations.

The chart below outlines the required Montana Vaccine Requirements for your child to attend Busy Bee Preschool. We accept both medical and religious exemptions, and it's important to ensure your child's vaccinations are up to date for their safety and the safety of others. If you have any questions regarding these requirements or exemptions, please feel free to reach out for more information.

CURRICULUM

At Busy Bee Preschool, we believe in providing our students with a diverse range of topics to explore and learn, fostering their natural curiosity and love for discovery. We encourage children to grasp concepts and learn at their own pace, allowing each child to develop confidence and independence.

To support this philosophy, we have scheduled instruction time three times a day for no longer than 15 minutes, focusing on monthly themes that peek their curiosity and encourage them to ask questions about the topic. Our curriculum also is set-up in a way that introduces numbers, letters, and name recognition on a daily basis.

Reading/Writing

- Letter Recognition
- Name Recognition
- Phonics-Sounds
- Writing

Fine/Gross Motor

- Threading Beads
- Cutting
- Using Tweezers
- Scooping and pouring
- Jumping, climbing, running, throwing, skipping, etc.
- Building with blocks

Life Skills

- Dressing self: buttoning, zipping, putting on shoes, putting on coats
- Eating: putting away dishes, using utensils, drinking from cups
- Cleaning-up: putting away toys, cleaning up spills, throwing away trash
- Hygiene: washing hands, blowing their nose, wiping their face, going potty
- Practicing Manners: please, thank you, patience, communication
- Self-control: taking responsibility for actions, waiting our turn

Math

- Number Recognition
- Counting
- Shape Identification
- Sorting
- Same/Different
- Patterns
- Measurements

Social/Emotional Development

- Listening/Following directions
- Pretend/Dramatic Play
- Sharing/Taking Turns
- Independent Transitions
- Problem-solving
- Cooperative-play
- Communicating needs
- Making choices
- Emotion Recognition
- Communicating feelings

Art/Colors

- Painting, clay, gluing, play-dough, pencils, markers, stamps, crayons and various materials
- Color Recognition

Circle Time

- Weather
- Story Time
- Songs/Music Time
- Calendar
- Seasons of the year
- Days & Months of the year
- Holiday of the month

Science

- Weather Observation
- Color Mixing
- Investigate animals, plants, seasons, food and habitats, around the world
- 5-Senses
- Cause & Effect
- Natural Materials

FAMILY PARTICIPATION/COMMUNICATION

Busy Bee Preschool is a family-centered program committed to building strong connections between home and school. We have an open-door policy and welcome families to visit anytime. Your feedback—whether it's questions, concerns, compliments, or suggestions—is always valued and helps us grow and improve. We also encourage parent involvement throughout the year, especially during field trips and special events, where your support is greatly appreciated!

Busy Bee Preschool utilizes the **Brightwheel** online software app, offering parents convenient digital check-in/check-out capabilities for their children. This platform also enables seamless communication between teachers and parents, facilitating information sharing and photo updates. Additionally, parents can also conveniently manage tuition and fees through the app's online payment feature.

If at any time you have any questions or concerns about your child or the preschool, please contact the preschool owners as soon as possible. We will work together to resolve any issue that needs to be addressed.

DAILY SCHEDULE

Arrival & Morning Bins
Morning Name Activity
Calendar/Circle Time
Free Choice Centers
Bathroom Break/Snack Time
Outdoor Play
Small Group Time
Free Choice Centers
Lunch
Clean-up
Story Time/Afternoon Activity & Music Time
Outdoor Play
Pick-up Time

Class starts at 8:30am, please do not drop off earlier than 8:25am.

Our daily schedule provides consistency for our students, but it may shift slightly based on the day's lesson plan and the children's interests. We do our best to follow it closely while remaining flexible to support meaningful learning experiences.

If you'd like to add an extra day (space permitting) a drop-in fee will apply. You're also welcome to increase your regular schedule—such as moving from 2 days to 3 days per week—at any time, depending on availability.

Just let us know, and we'll be happy to help!

CLOTHING/PERSONAL ITEMS

Have your child come to school in clothes appropriate for the weather. We will be going outside as much as the weather permits. Your child will also need to bring a change of clothes in a ziplock bag with their name on it to the open house. These will stay at school in case of an emergency and please label all your child's belongings.

Winter Months: snow pants, snow jacket/coat, gloves, hats & snow boots.

Warmer Months: cool/lightweight clothing, shoes they can get on themselves and sun hats.

We do many activities in preschool that do tend to get messy. We recommend clothes you do not mind getting dirty.

We kindly ask that all toys & personal items be kept at home, misunderstandings and the potential loss or breakage of toys can occur.

SHAKEN BABY SYNDROME/ABUSIVE HEAD TRAUMA (SBS/AHT) POLICY

At Busy Bee Preschool, the safety and well-being of all children is our top priority. This policy outlines procedures to prevent, recognize, respond to, and report Shaken Baby Syndrome/Abusive Head Trauma (SBS/AHT) while providing caregivers with effective strategies for managing crying or distressed children.

Recognizing SBS/AHT:

Staff will observe children for signs of SBS/AHT, which may include:

- Irritability and/or high-pitched crying
- Difficulty staying awake or loss of consciousness
- Difficulty breathing or seizures
- Inability to lift the head or track movement with the eyes
- Decreased muscle tone, vomiting, or loss of appetite
- Bruising, no smiling/vocalization

Responding to SBS/AHT:

If SBS/AHT is suspected:

1. Staff will call 911 immediately.
2. Parents or guardians will be notified as quickly as possible.
3. If the child is not breathing, trained staff will initiate pediatric CPR.

Reporting SBS/AHT:

All suspected maltreatment will be reported to:

- Gallatin County Child Protective Services: **406-585-9984**
- Child Abuse and Neglect Hotline: **1-866-820-5437**

Prevention Strategies:

To help caregivers and parents cope with a crying child, staff will:

- Check if the child is hungry, tired, or sick.
- Sit or walk with the child to provide comfort.
- Speak in a soothing voice and gently rub the child's back or chest.
- Play soft music to create a calming environment.

Additional prevention measures include:

- Allowing caregivers a short break if they feel overwhelmed.
- Offering support to parents/guardians to calm their child and encouraging them to take a brief break if needed.

Training for Prevention of SBS/AHT:

- All staff are trained on SBS/AHT prevention and the Period of PURPLE Crying program.
- Any new staff with direct contact with children will complete this training before working alone with children.

Policy Implementation and Acknowledgment

This policy will be reviewed with staff, assistants, and with new staff within 7 days of hire.

MANDATORY REPORTING

All staff at Busy Bee Preschool are required to report any signs of suspected child abuse or neglect to the director and/or local law enforcement immediately. This includes concerns such as unexplained bruises, signs of neglect, or any form of mistreatment. Once a report is made, the director will promptly contact law enforcement to initiate an investigation. If an educator or staff member is under investigation, parents of the involved child(ren) will be notified. All investigations will be conducted confidentially to protect the rights of both the child and the adults involved. Staff must report suspected abuse or neglect to the child abuse hotline at **1(866) 820-5437** or local law enforcement within 24 hours of the initial concern.

CONFIDENTIALITY POLICY

At Busy Bee Preschool, we are committed to maintaining the confidentiality and privacy of all students and their families. We recognize that the information shared with us, whether through enrollment forms, conversations, or assessments, is sensitive and should be handled with the utmost care. All staff members are trained to respect and protect the confidentiality of personal information, ensuring it is only shared with authorized personnel on a need-to-know basis. We will not disclose any information about your child or your family without your consent, except as required by law or in cases of suspected child abuse. Our goal is to create a safe and trusting environment for all families, where open communication can thrive.

LOST/MISSING CHILD

In the rare occurrence that a child goes missing or becomes separated from their group, either at school or on a field trip, all available staff will promptly begin a comprehensive search, thoroughly checking all areas while calling out the child's name. If the child is not found within five minutes, we will immediately call 911 for assistance and notify the child's family. Our primary goal is to ensure the safety and well-being of every child, and we take such situations very seriously, utilizing all resources available for a rapid response.

FIELD TRIPS/TRANSPORTATION

Field trips are a fun and valuable part of our curriculum, giving children hands-on learning experiences outside the classroom. For insurance purposes, we ask that parents transport their own child when possible. If that's not an option, we can transport a limited number of students using parent-provided, age-appropriate, and non-expired car seats. A signed transportation waiver is required before we can provide a ride. If a field trip falls on a day your child doesn't normally attend, they're welcome to join with a parent. If you'd prefer to drop them off for the day (space permitting) a drop-in rate will apply.

Thanks for helping us keep field trips fun, safe, and enriching for everyone!

SOCIAL MEDIA RELEASE

Busy Bee Preschool may use my child's photo and/or information related to their experiences at the school for promotional materials, articles, social media posts (including Facebook and Instagram) videos, research, and photographs. This information may appear in various publications, including electronic formats, audio-visual presentations, promotional literature, advertising, community presentations, and other similar avenues. Social media is an excellent way to stay informed about the wonderful activities in our classrooms, important events, and center updates, so be sure to follow our Facebook page and Instagram profile! Parents may opt out of having their children included in any photos by submitting the social media release form provided in the tuition agreement. If needed, any use of my child's photos or information can be removed within 30 days of a written request.

BEHAVIOR MANAGEMENT

At Busy Bee Preschool we follow a logical consequence discipline model. We strive to teach our preschoolers independent and positive choices, but also an understanding that their choices may have consequences if made poorly. From the first day, our students are taught about our classroom rules and expectations are clearly and firmly communicated. Our classroom rules are called our 'Bee Choices' and are explained to students and reinforced with a chart in the classroom, that students may go and independently choose to use if they need to solve a problem or situation.

We have **3 steps** to our discipline model.

Step 1: Students are responsible for taking the first step to find a solution to a problem they are having with another student by using our "Bee" Choices.

Step 2: If the students need more help, they find their teacher and start by explaining what "Bee Choices" they have already tried. Their teacher will go back to the "Bee Choices" chart with the students, try another choice and talk it through until the situation is resolved or a compromise has been made.

Step 3: If the problem persists or the teacher believes separation needs to take place, then students will be taken to a space where they can take a break and calm down before joining the class again or a logical consequence will be taken into effect. (a toy will be taken out of the classroom until it can be used correctly or switching out colored pencils for crayons for example) After a having a break, the teacher will talk with the students and explain why the consequence happened and what "Bee Choice" we could try now to restart.

Our classroom also uses Positive Recognition in the form of our 'Bee Kind' jar. We focus on the positive behavior our class does as a whole and it gives our students the opportunity to earn a bee token for our jar. The students earn these by following the rules, treating each other with kindness, making positive choices, setting a good example for the younger children in the class and being helpful on their own accord. As the jar fills up, the students will get the opportunity to pick something from our classroom treasure box. Our 'Bee Kind' jar focuses on the positive recognition of the class as a whole and it teaches our students to work together by making positive choices to earn a collective prize. We find this works for encouraging our students to learn empathy and be aware of how their independent choices affect others around them.

Our goal is to have each student making positive independent choices and have the confidence to problem solve if necessary. We hope our students understand that their choices control his/her own behavior and to make positive decisions.

PARENT HANDBOOK ACKNOWLEDGEMENT

Upon enrollment, your signature on your Tuition Agreement will confirm that you have read and agreed to the policies and school details outlined in the Parent Handbook. The Parent Handbook may be revised periodically, and you will receive notifications about any updates.

Welcome to Busy Bee Preschool!