



*Bumble*

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f Bumble Art Studio

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# 2023/2024 Handbook

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## **Bumble Preschool Philosophy**

At Bumble we strive to inspire and stimulate young minds through play based inquiry and process-based art experiences. We believe young minds learn from their environment and the relationships they build with peers and their surroundings. We use drawing, painting, sculpting, music, dance and creative play as mediums to discover. Students will learn ABCs, numbers, problem solving, social skills and sensory/motor skills through our interdisciplinary arts program. Bumble Academy is a nurturing environment that fosters connections and creative expression. We embrace diversity and use a variety of materials to explore our world and your child's place within it.

## **Environment, Teachers, Class Schedule, and Activities**

We are an art inspired inquiry based preschool. We are located in the heart of Astoria. Our classrooms are warm, cozy, cheerful spaces with lots of color and natural light.

### **About our Founders:**

Amy Atkinson has four girls and one boy. She has lived on the coast for ten years and enjoys all the beauty that surrounds her. She loves crafts and fine arts. She has degrees in Psychology and Art. Before she quit work to care for her children she was a behavioral therapist for children with Autism. Amy loves facilitating children through a difficult task, and seeing the pride they feel when they realize they can do it.

Angie Jannusch is a mom to three amazing girls. She has lived in Astoria for 16 years. She loves exploring the coast and finding the best places to eat and play. Angie has a Masters' degree in Curriculum and Instruction as well as a degree in art. She has taught school for 11 years in Oregon. She has taught many years of kindergarten and directed the English Language Development program for her past district. Her passion for teaching has made her a favorite among her former students.

## **Daily Schedule for Full Day Care Hive and Prairie**

7:30-8:15 - Arrival Reading time

8:30- 8:45- Morning snack

9:00 - Welcome

9:10 - Community meeting: including class conversations, story telling, calendar, letters and numbers recognition. Teacher provoked inquiry regarding exploration stations to follow.

9:30 - Explore

11:00 - Outside play

11:45 - Reflective writing

12:00 - Lunch

12:30 - Nap

1:30 - Small group story workshop

3:00-Afternoon snack

3:15- Gross motor or Outside play

4:00 - Music and Dance

4:30-5:15- Story Time and Goodbye

\*snacks provided by Bumble

**Infant Room (The Nest):**

Bumble caregivers understand that infants have their own schedules; eating, playing, sleeping etc. We will honor those schedules, and put their needs as a top priority. When infants are awake, we see this as a great opportunity to stimulate their growth and development through positive interaction and stimulating play activities.

**Toddler Room (The Hollow, The Garden, The Willow):**

Although toddlers, like infants, tend to have their own schedule, staff at Bumble will strive to put a bit of routine into their day. Flexibility is important, and we will utilize windows of opportunity we find for growth, child-led discovery, indoor and outdoor play, development, positive interactions and relationship building. Toddlers are at a very exciting stage in child development. They are learning about themselves, and more about their peers. They are exploring their emotions, and learning effective ways to express them in addition to learning about their body and movement; running, jumping, tossing, etc.

**Preschool Room (The Hive):**

Preschool age children at Bumble will have a full day of learning, growing, and developing. Every moment of the day will be focused on their social, emotional, physical and intellectual progress. They will learn about the world around them, their peers, and most importantly, about themselves. Each day will bring new adventures, experiences, and ideas. Preschool age children will become accustomed to a routine that provides consistency balanced with fitting flexibility. With lessons incorporating math, science, sensory, music, dramatic play and language, learning will be fun and exciting!

**Pre-Kindergarten Room (The Prairie):**

At Bumble, we created our pre-kindergarten program to encourage children to explore the world around them, engage in class activities, and empower them with the social emotional skills necessary to succeed in kindergarten and beyond. Our positive and fun learning environment offers support as we introduce pre-academic skills in language and literacy, numbers and shapes, science, social studies, music, dance, drama, social-emotional wellness, and STEM projects. Our approach allows for children to thrive in key developmental areas such as: curious investigation, creative thinking, problem solving, community-building, collaboration, and empathy.

## **Class Offerings and Fees, Eligibility**

### **Tuition for Full Daycare 3-5 years (7:30-5:15)**

- 2 days/week - \$680 a month
- 3 days/week - \$850 a month
- 4 days/week - \$1020 a month
- 5 days/week - \$1190 a month

### **Tuition for Full Daycare 18mos-3 years (7:30-5:15)**

- 2 days/week - \$780 a month
- 3 days/week - \$960 a month
- 4 days/week - \$1130 a month
- 5 days/week - \$1300 a month

### **Tuition for Full Daycare 3 mos to 18 mos (7:30-5:15)**

- 2 days/week - \$1000 a month
- 3 days/week - \$1200 a month
- 4 days/week - \$1400 a month
- 5 days/week - \$1600 a month

## **IMPORTANT INFO AND DATES**

### **Operating Hours:**

**Monday –Friday 7:30am-5:15pm, closed weekends and major holidays**

### **Facility Address and Contact Info:**

**1555 W. Marine Dr. – The Astoria Recreation Center  
(503)468-0613**

### **2023 Closure Dates:**

In-Service Training: August 28th and 29th (Mon. and Tues.)

Labor Day: September 4th

In-Service Training: November 10 th (Also Veteran’s Day–Friday)

Thanksgiving Holiday: November 22nd through the 24th (Wed. through Fri.)

Winter Holiday: December 25th thru Jan 3rd (Reopen Jan. 3rd)

### **2024 Closure Dates:**

New Year’s Day: January 1 st and 2nd 2024 (Mon. and Tues)

Martin Luther King Jr. Day January 15th (Mon.)

In-Service Training: February 19th (Also President’s Day–Mon.)

Spring Clean Inservice March 4th (Mon.)

Memorial Day: May 27th

In-Service Training: May 28th ( Tues.)

Independence Day: July 4 th and 5th (Thurs. Fri.)

In-Service Training: Aug. 26 th and 27th (Mon. Tues.)

Labor Day: September 2nd (Mon.)

In-Service Training: November 11 th (Also Veteran’s Day--Mon.)

Thanksgiving Holiday: November 27th through the 28th

Winter Holiday: December 23rd thru January 1st

**TUITION PAYMENTS DUE DATES:**

September (September 1 – September 30) Tuition Due: August 15  
October (October 1 – October 31) Tuition Due: September 15  
November (November 1 – November 30) Tuition Due: October 15  
December (December 1 – December 31) Tuition Due: November 15  
January (January 1 – January 31) Tuition Due: December 15  
February (February 1 – February 28) Tuition Due: January 15  
March (March 1 – March 31) Tuition Due: February 15  
April (April 1 – April 31) Tuition Due: March 15  
May (May 1 – May 31) Tuition Due: April 15  
June (June 1 – June 30) Tuition Due: May 15  
July (July 1 – July 31) Tuition Due: June 15  
August (August 1 – August 31) Tuition Due: July 15

**Scholarships**

We hope to offer financial assistance to meet the needs of our students and their families in the future. If you are experiencing hardship please talk with us so we can make a plan on how to best move forward.

**Registration, Required Forms and Vaccine Records**

All of your child's information and documents can be found on the ChildPilot App. ChildPilot is a comprehensive digital resource that Bumble uses to communicate with families. Within the Bumble program, ChildPilot is used for student check-in and check-out, messaging, daily reporting, and updates on your child's day. Upon enrollment, you will receive an email with your ChildPilot parent portal invite; follow the steps to create your account. The app, 'ChildPilot Parents,' is available for download on your mobile device in your app/google store. While a tablet will always be available on site to log-in to your ChildPilot portal to check your student in/out, we recommend downloading the app so you never have to wait! The ChildPilot app uses geo-location to verify you are on-site, and allows you to check your student in/out on your personal mobile device. ChildPilot will also be used to document and record information about your child's day, throughout the day. While you will have access to digital updates through ChildPilot throughout the day, we also understand the importance of face-to-face interactions. Our teaching staff will make it a priority to check in with you at pick up each day, but we also welcome you to contact us outside of



these times for additional feedback. Please feel free to send an email to [bumbleastoria@gmail.com](mailto:bumbleastoria@gmail.com) to check on your child or have a question regarding care.

### **Waiting List**

If we are full, you are welcome to put your child's name on the waiting list. Your child's name will remain on the waiting list throughout the school year. Please call and remove your child's name from the waiting list if you are no longer interested in a space. Also, it is your responsibility to contact us with updated information if your address or phone number changes. You will be called if there is an opening for your child. At that time, to secure your child's space in our preschool you will need to 1) complete the necessary forms, 2) pay the registration fee, and 3) pay the first month's tuition.

### **Withdrawal**

If you need to withdraw your child from our program, please give us 30 days notice. There are no refunds on tuition paid and enrollment fee.

### **Pick-Up and Drop-Off.**

**Do not drop your child off curbside. Please walk your child safely to the school entrance. Parents are allowed to enter the building.**

We will greet your child and inquire about their health. A child with a temperature of 100 degrees will not be allowed to participate in school until their temperature has returned to normal. Children must be signed in and out each day by a parent or another approved caregiver who is noted on your registration paperwork. Any illness must be reported to teachers and children must remain home up to 10 days if they have Covid-19 symptoms. Child may return to school earlier with a note from the child's doctor or a negative covid test. It is normal for some children to have difficulty separating from parents or cry when being dropped off. Children are nearly always quick to get involved in play or activities as soon as parents are gone. We appreciate your efforts to be on time.

Early Pick-Up—Please let the teachers know in advance if you plan to pick your child up early. This allows the teachers and child to adjust accordingly.

Each person will need to show photo ID at least the first time he/she picks up your child. You will be contacted for verification if someone other than you or those noted on your paperwork arrives to pick up your child. If we cannot reach you, your child will not be released and the late pick-up fee will apply. Please make sure we have your current phone number so we can easily reach you if this situation arises. In case of

an emergency when you are not able to arrive on time for pick-up, please contact your child's teachers (#'s listed below) as soon as possible so the teachers know what time you expect to arrive.

Miss. Amy- (503)789-7580

Miss. Angie- (503)680-8784

### **Student Illness**

If your child is ill, please help speed recovery and limit the spread of disease by keeping him or her home from school. If your child will not be attending class, please contact your child's teachers. If a student becomes ill during class we will contact parents/caregivers to pick the child up from school. We understand these and other illnesses are very common in children in this age group. Please feel confident knowing that your privacy will be protected and that any health or personal matters will be handled professionally and discreetly. For vomiting your child must be symptom free for 48 hours. For fevers your child must be symptom free for 24 hours with no medication to return to school. There will be no reimbursements for illnesses, absences or withdrawal from preschool. Returning to school too soon may slow the recovery process and expose others unnecessarily to illness. Thank you for your help trying to keep everyone healthy.

Due to Covid-19 we must follow strict health guidelines. Please read the practices outlined by the Early Learning Division.

<https://oregonearlylearning.com/wp-content/uploads/2020/07/COVID19WhatFamiliesNeedtoKnow.7.13.20.SPANISH.pdf>

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- Diarrhea (more than one abnormally loose stool per day)
- Fever greater than 101 degrees
- Severely runny nose (not related to allergies)
- Vomiting (not stress related or "spitting up")
- Severe coughing
- Yellow color to the skin or eyes, dark urine or light colored stool
- Skin/eye lesions or rashes which are severe, weeping or pus-filled, including chickenpox
- Whites of the eyes are severely red; indicative of pink eye

- Evidence of lice.

### **Teacher Illness**

If a teacher is ill, we will arrange for a substitute. If we are unable to hold class because a substitute isn't available, you will be contacted with as much advance notice as possible.

### **Head Lice**

Head lice are very common in preschool and school-age children. Signs of head lice may include itching and marks that look like a rash on your child's head. Keep your child home until all signs of adult lice and their eggs (nits) are gone from your child's scalp and clothing. Please contact us even if you have the lice treated over the weekend. We have a policy we are prepared to implement if this situation arises. Upon notification that a child has head lice, we immediately contact all families and staff and put our protocol into action. All class clothing is washed and plush animals are tied up in a plastic bag for two weeks to kill any lice and nits that may be on board. We vacuum the room with extra diligence to pick up any stray hairs that may have dropped or been left behind and do an extremely thorough cleaning of all surfaces.

### **Allergies and Medications**

If your child has severe allergies, may need an epi-pen, or needs to take medicine while at school, please notify us and we will make arrangements upon enrollment. We have a medicine form to fill out and will keep all medicines locked and stored properly.

### **Incidents and Accidents**

We will notify you of any minor injuries upon pick-up. Minor injuries may include falling and scraping a knee, getting a sliver in a finger, or bumping into another child during physical activities and bruising as a result.

For injuries that involve blood spills, possible stitches or fractures, a suspected head injury, or any situation needing expert medical attention, you will be contacted immediately and asked to pick up your child for further evaluation. Please make sure we have the best phone number on hand to reach you at a moment's notice. In the event of an emergency, 911 will be called.

## **Safety**

We will be working with the children year-round on safety drills and evacuation procedures. We will notify you to come pick up your child in the event of any emergency. In the event of an earthquake, we will take cover, then walk or drive as a group to Fultano's Pizza parking lot.

## **Transitional Requirements**

Bumble typically audits for, and performs transitions to new classrooms quarterly. When appropriate, we will contact a student's family of the impending transition and any potential billing changes, but are happy to discuss your student's progress at any time. In addition to the requirements listed below, Bumble staff also take into consideration a student's social-emotional readiness to ensure a comfortable and successful transition can be achieved. When feasible, Bumble will slowly integrate a student into a new classroom by allowing them to spend a few hours each day in their new classroom before transitioning permanently. While some transition requirements can be slightly flexible, qualifications based on age must be met.

To Enter The Nest:

3 months old

To Enter The Hollow:

18 months old

Eating with a utensil

Drinking from a straw

Sitting at a table

Sleeping on a cot

At 2 years old

Starting to toilet train

Can follow two step directions

Starting to play cooperatively with friends (not just beside them)

Starting to communicate in 2-4 word sentences

To Enter The Hive:

3 years old

Fully toilet trained with accommodation

Speaking in sentences

Starting to recognize and verbalize feelings

To Enter The Meadow:

4 years old

Fully toilet trained without accommodation

Speaking in complete sentences

Self-awareness; the understanding that actions affect others

### **Discipline Policy**

There will be no physical or emotional punishment of students by teachers. Children will be spoken to in a calm manner. Children may need guidance to “take a break” for a short period of time, followed by a conversation with a teacher. Parents will be notified of serious behavior problems.

### **Inclement Weather**

Bumble Preschool follows the Astoria School Districts inclement weather policy. If Astoria schools are closed, preschool classes will not be held. If Astoria schools have a 1-hr delay, we will have a 1-hr delay. If Astoria schools have a 2-hr delay, the preschool program will be canceled for the day. Full day care will be two hours late.

### **Birthdays and Holidays...**

If your child would like to celebrate a birthday with classmates, store-bought snacks may be brought at snack time. Please be mindful of possible allergens in the classroom, avoiding peanut products.

As an alternative to snack-sharing as a means of celebration, we encourage Show and Tell. Bring in your child’s favorite book, family photos, or something else of meaning. If your child has a summer birthday, we can celebrate a half-birthday or celebrate at some other time during the year. Please let your child’s teachers know if you would like to do this.

Invitations to parties will not be distributed at school unless the entire class is invited.

We celebrate many holidays including but not limited to Halloween, Thanksgiving, Christmas, and Valentine’s Day. In conversation, children may talk about holidays they celebrate at home. During the course of the year, you may wish to share a family tradition with the class. Please make arrangements with your child’s teacher so that this can be included in the class plans.

### **Volunteering**

Parent volunteering is not required, however, if you would like to volunteer, you must have a criminal background check on file with the Clatsop County Sheriff’s office.

We must clear you for volunteer work prior to your volunteer date. We do not cover the cost of volunteer background checks.

Please Sign and Date that you have read and agree to the policies and procedures of Bumble Preschool and Art Academy.

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Signature

Date