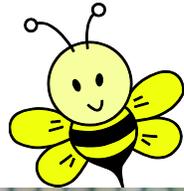


Parent Handbook

2019/2020



Busy Bees Preschool, Inc.



Lic: 093615280

Philosophy

At Busy Bees Preschool our classes are structured around a framework of free play, large group time and small group time. Our philosophy is to provide a balance of both child directed play and discovery and teacher directed time. A consistent routine is the basis of the young child's understanding of time and introducing structure to a child's preschool experience helps the child to:

- Cope with transitions
- Listen to and follow directions
- Increase his/her attention span
- Feel comfortable and secure
- Be prepared for kindergarten

We recognize the importance of play and the need for children to work through concepts, ideas, thoughts and feelings and increase their understanding of the world around them. Play helps a child to:

- Learn and discover by doing
- Learn to share and take turns
- Release energy, be imaginative, be creative
- Problem solve

We strive to be professional in the planning of our research based curriculum. We believe building a strong foundation at an early age builds confidence and an enquiring mind. Our goal is to help all children in our care develop a positive self image and a love of learning.

Admissions Policy

Busy Bees Preschool, Inc welcomes children of all races, nationalities and religions. Our programs are developed for children aged 2.5 through 5 years of age who are potty trained and are ready for the type of group experiences that we offer. Prior to admission parents will meet with the Administrator to determine the needs of the child and to explain the programs we have to offer. A child will only be enrolled if we feel we are able to meet that child's needs.

The following documents are required for enrollment:

- Application Form
- Copy of Admission Agreement
- Notification of Parent's Rights (LIC 995)
- Personal Rights form (LIC 613 A)
- Identification and Emergency Information (Child Care Centers) (LIC 700)
- Consent for Emergency Medical Treatment form (LIC 627)
- Child's Pre Admission Health History - Parent's Report (LIC 702)
- Physician's Report - Child Care Centers (LIC 701) (medical-assessment requirement, including TB skin testing if indicated by the child's physician)
- Immunization requirements

Busy Bees Preschool, Inc has a *Needs and Services Plan* for children with special needs. Children may be enrolled in our programs whenever we have a space. If there is not a space you may put your child on our waiting list. A non refundable registration fee is due at the time of registering.

Payments

Monthly tuition is calculated using the following annual rates:

- Honey Bees AM \$2,585 Honey Bees PM \$2,475
- Bumble Bees AM \$3,630 Bumble Bees PM \$3,575
- Early Explorers STEM \$2,475

Bumble Bees PLUS Early Explorers STEM (5 days) receive 10% discount on above tuition.

Parents registering prior to August are asked to spread the payment over 11 months with a summer payment then 10 further payments August – May. For your convenience tuition may also be paid in 2 installments (less the initial summer payment due with this Agreement).

5% discount will be applied to both these installments which are due by 5th August 2019 and 1st January 2020 (cannot be combined with any other discounts)

A \$10 late fee will be charged after the 7th of the month.

Payment Options

The preferred method of payment is for you to arrange **Automatic Bill Payment through your bank** scheduled for the 1st of the month. Checks should be made payable to Busy Bees Preschool, Inc and mailed to Busy Bees Preschool, Inc, 1261 Hawk's Flight Court, Suite F, El Dorado Hills, CA 95762. There is also a tuition box for payments **inside** Busy Bees. Parents will be responsible for any charges incurred for returned checks. If your check is returned we will ask you to make future tuition payments by cashier's check or by cash only. Tuition can also be paid using the paypal button on our website or by credit card at the school office. A service charge equal to the amount we are charged by the third party will be added to your tuition payment. This new price is shown on the paypal button and posted outside the school office.

Drop Off and Pick Up

Children **must** be picked up on time. This is the only way we are able to maintain an effective program, stay within licensing requirements **and** allow teachers to take a break and leave punctually at the end of the day. While we understand that occasionally circumstances make us late we ask you to make every effort to be on time at your pick up time. A rate of \$1 per minute may be billed to you if you are consistently late.

Class times are as follows: Mornings 8.15 am – 11.15 am and afternoons 12.15 pm – 3.15pm. We offer an optional service where children may bring a bagged lunch and have an additional 45 minutes here. Morning children would be picked up at 12 noon, afternoon children would be dropped off at 11.30 am. The additional charge is \$10 per day. Parents must reserve a spot with the office and pay for the service at the beginning of the month prior to service. Places are limited and may not be guaranteed.

Traffic should enter at the Hawks Flight Court driveway to the right of the Roebellen building and should exit via the driveway which leads directly to Golden Foothill Parkway.

5 parking spaces adjacent to the play area have been designated for staff parking.

All children must be signed in and out by their parent or a person authorized to collect them. Parents/designated adults must use a full signature and post the time on the "Sign In Sheet". A child will not be released to anyone other than a parent or legal guardian unless that person is listed on the Identification and Emergency Information form. They must be at least 18 years old and carry photo ID.

Withdrawal or Removal

You are under contract for the school year in which your child is enrolled. You are responsible for making the tuition payments for the duration of the school year. You may terminate your contract when a 30 day written notice is given to the Administrator prior to April 1st 2020. Tuition must continue to be paid during this 30 day period. The contract may not be terminated after April 1st 2020.

While we make every effort to meet the needs of all children in our care we also reserve the right to help you find an alternative option for your child if we feel we are unable to meet those needs or we feel that the child may be better provided for in a different type of setting. We will make every effort to help you find a program better suited to the needs of your child. The welfare and safety of **all** children in our care is our first priority.

Notice of Absence or Vacations

Please notify the Administrator prior to any scheduled vacation or planned absence. Full tuition payments are due during all absences. Refunds will not be given for absences.

School Calendar 2018-2019

Bumble Bees First Day	Monday 5 th August
Honey Bees Meet and Greet	Tuesday 6 th August AM Class 9–9.45 & PM Class 10-10.45
Honey Bees First Day	Thursday 8 th August
Early Explorers STEM	Thursday 8 th August First Day
Labor Day	Monday 2 nd September
Veteran's Day	Monday 11 th November
Thanksgiving	Monday 25 th – Friday 29 th November
Winter Break	Friday 20 th December – Friday January 3 rd
Staff Development Day	Friday 20th December (No School)
Martin Luther King Jr Day	Monday 20 th January
Lincoln's Birthday	Monday 10 th February
Washington's Birthday	Monday 17 th February
Spring Break	Monday 6 th April – Friday 10 th April
Staff Development Day	Thursday May 21st (no school)
Memorial Day	Monday 25 th May
Early Explorers STEM	Tuesday 26 th May Last Day of School
Honey Bees Last Day	Thursday 28 th May (Picnic in the park)
Bumble Bees Last Day	Friday May 29 th (Graduation Day)

Health

A daily health check will be carried out on all children at sign in. The adult signing in the child must remain until the staff member accepts the child. This is a State legal requirement. Parents/caregivers are asked to please enter the class and supervise as the child washes his/her hands. Please keep your child at home if they appear to be unwell. To attend preschool a child must be well enough to participate in all aspects of the program, inside and outside. Your child must stay at home for the following reasons:

Vomiting, chills, diarrhea, coughing, fever (100.4 or over) or fever within the past 24 hours, ear ache, unusual body rash, runny nose with mucus, contagious eye infection (pink eye, conjunctivitis), headache, sore throat, listlessness.

If your child is unwell while at preschool you will be asked to please collect them. If we can't reach you we will try the numbers listed on your Emergency Contact Form. Your child will not be allowed back into the program until symptoms have disappeared. If you are unsure please consult

your child's physician.

Medication

Staff will not administer medications to children other than when the child's life may be at risk. If a child has a serious medical condition and parents wish to keep medication on site they must provide written permission, given by the parent or guardian, and written instructions must be provided by the child's physician. If your child has a serious medical condition you must notify the Administrator and Teachers and sign a permission to administer medicine form.

Emergency and Safety

If a child has a medical emergency at school a staff member will immediately administer first aid and call 911 if emergency assistance is needed. All staff are trained in first aid and CPR. The parent is then contacted. If the parent cannot be reached we will contact the names on your child's Emergency Information form. It is important that anyone listed knows they are listed, can act on your behalf and have agreed to pick up your child when needed. It is essential that all information on the Emergency Information Form is kept up to date. In the instance of a dental emergency we would make every effort to reach parents or anyone listed on the Emergency contacts form.

All staff are informed of their roles and responsibilities should a disaster take place. Please ensure you complete all forms related to emergency contact. In the event of a disaster we have an emergency supply kit and a disaster plan in place. Minor injuries are reported on an Injury/Incident/Accident Report Form. This should be signed by the parent and returned to us to keep in the child's file. Parents will be given a copy of the report .

Mandated Reporting

We are required by law to report any suspected child abuse or unusual incident.

Staff

Screening and background checks are carried out on all staff at Busy Bees Preschool, Inc. There are minimum qualification standards for each job category. All of our teaching staff at Busy Bees have a *minimum* of 12 ECE Units. Staff are all trained in CPR and First Aid. Regular in-service training takes place once a month at staff meetings plus 3 Staff Development days are held annually.

Field Trips

Field trips may be arranged throughout the year. Parents are responsible for transporting their children to and from the field trip and must be present at all times. There will be no regular classes on such days. We arrange a number of special events at preschool throughout the year to which parents are invited.

Hygiene

Adults will model good hygiene to children with hand washing. All children will wash their hands upon arrival, after using the bathroom, before snack and on reentering classroom after outside play. It is preferred that children are potty trained, though we understand potty accidents happen. Teachers and Aides will not wipe a child after using the toilet unless absolutely required to do so to ensure the comfort and cleanliness of the child. They will offer guidance if needed to encourage self help skills. Please bring a change of clothes in a labeled bag in case of potty accidents.

Snacks

We serve a healthy morning and afternoon snack. Menus are posted outside the classroom. Please inform us of any foods your child should not eat. Children with allergies to certain foods may

bring their own snack. **Food containing nuts or labeled as 'May Contain Nuts' should not be brought to the school. This includes peanut butter, granola bars, cookies or candy with nuts.**

Birthdays and Holidays

We love to make the children feel special on their birthday! Parents may send in their child's favorite fruit to share at snack time. They may also come in and read a story to the group. We do not host parties, do not serve cake/sweet treats or hand out goody bags. We ask parents not to distribute party invitations at preschool unless **all** classroom friends are invited. Holidays will be celebrated throughout the year with special art work and projects. If there is a holiday of importance to you please share this with us so we can ensure we recognize holidays of importance to all cultures.

Clothing

Please ensure your child is suitably dressed for preschool:

- clothing can get soiled/dirty - dress children in washable clothing
- clothing should be simple, free of complicated fastenings
- bring sweaters and jackets in fall, winter and spring
- **put labels on all outer clothing**, this also helps us dress children at outside time
- children must bring a complete change of clothing to school in their back pack
- shoes should have Velcro fasteners or be slip on. No laces please! Shoes should have backs.

Personal Property

Children should not bring their own toys to school. Special 'comfort' items should be kept in your child's backpack unless an arrangement has been made with your child's teacher to provide an item for comfort or to help with transitions.

Damage to Property

Parents are liable for any damage caused by destructive behavior beyond normal wear and tear by children enrolled in our programs. Parents are also liable for costs incurred due to damage they or their child may cause to personal property, injury to staff and other children enrolled.

Behavior

At Busy Bees Preschool, Inc we want to create a positive learning environment that is inviting to the children. We want to teach children to be kind to each other and to respect the feelings of other people. We encourage character development by being a 'Bucket Filling School' where we teach the children how their kind words and actions fill our imaginary buckets with good feelings and make home and school a happy place to be. Each month we focus on a particular social skill in our classrooms. We also want the children in our care to be proud of their success and to develop a love of learning that will stay with them for the rest of their lives. These include using your words, taking turns and sharing, being a good friend, helping others, taking part in class and doing things 'by myself' etc. We know that genuine and meaningful praise builds confidence and leads to even bigger achievements. Strategies for dealing with undesirable behavior include redirection, offering choices and highlighting the consequence of a choice, ignoring the behavior or voicing disapproval if it can't be ignored.

If a child continually behaves inappropriately and the child is endangering himself/herself or others then a conference will be held with the parents and an intervention plan decided upon. If the behavior continues the child may be asked to leave the school and we would assist the parents in finding an alternative school. The welfare and safety of **all** children in our care is our first priority. The children at Busy Bees Preschool, Inc are free from corporal or unusual punishment, infliction of pain, humiliation, ridicule, coercion, threat, mental abuse, or other actions of punitive nature,

including but not limited to : interference with the daily living functions, including eating, sleeping, or toileting: or withholding of shelter, clothing, medication or aids to physical functioning. (DSS 101223)

Communication

Good communication is key to a successful partnership that is why we try hard to keep lines of communication open between the school and parents. We have a monthly calendar detailing special dates and daily curriculum plus we have a monthly newsletter. Teachers send out weekly updates on specific things happening in their class. We also enjoy organizing events at the preschool for parents to attend during class time.

Member hub is a private, safe web site for parents to share photos, send announcements to the class (eg arrange play dates) and have access to forms and documents. You will be invited to join Member hub at the start of the school year. We hope this handbook has answered most, if not all, of your questions. If you do have questions or queries please contact us at busybeesedh@gmail.com or phone 916 933 3797.

Thank you for choosing Busy Bees Preschool, Inc. We look forward to a wonderful school year!

Daily Schedules

*Honey Bees - T/Th Class

* Early Explorers STEM – T/Th Class

* Bumble Bees – MWF Class

Bumble Bees AM Room 1

8.15 – 9.15 Free Play/Table Activity
9.15 – 9.40 Circle Time
9.40 – 10.00 Activity Tables
10.00 – 10.30 Outside Time
10.30 – 10.45 Hand Wash and Snack
10.45 – 11.00 Music and Movement
11.00 – 11.15 Closing Circle – Story

Bumble Bees PM Room 1

12.15-1.15 Free Play/Table Activity
1.15 – 1.30 Music and Movement
1.30 – 1.45 Hand Wash and Snack
1.45 – 2.15 Circle Time
2.15 – 2.35 Activity Time
2.35 – 3.05 Outside Time
3.05 – 3.15 Hand Wash Closing Circle

Bumble Bees AM Room 2

8.15 – 9.15 Free Play/Table Activity
9.15 – 9.30 Music and Movement
9.30 – 9.45 Hand Wash and Snack
9.45 – 10.15 Circle Time
10.15-10.30 Activity Tables
10.30-11.00 Outside Time
11.00 -11.15 Hand Wash Closing Circle

Bumble Bees PM Room 2

12.15-1.15 Free Play/Table Activity
1.15 – 1.45 Circle Time
1.45 – 2.05 Activity Tables
2.05 – 2.35 Outside Time
2.35 – 2.50 Hand Wash and Snack
2.50 – 3.05 Music and Movement
3.05 – 3.15 Closing Circle

Honey Bees AM Room 1

8.15 – 9.25 Free Play /Table Activity
9.25 – 9.45 Circle Time
9.45 – 10.00 Hand Washing and Snack
10.00-10.10 Library
10.10-10.25 Music and Movement
10.25-11.05 Outside Time
11.05-11.15 Hand Wash and Closing Circle

Honey Bees PM Room 1

12.15-1.25 Free Play/Table Activity
1.25 – 1.45 Circle Time
1.45-1.55 Library Time
1.55-2.10 Music and Movement
2.10-2.25 Hand Wash and Snack
2.25-3.05 Outside Free Play
3.05-3.15 Hand Wash and Closing Circle

Honey Bees AM Room 2

8.15 – 9.25 Free Play /Table Activity
9.25 – 9.50 Circle Time
9.50 – 10.25 Outside Free Play
10.25 – 10.40 Hand Wash and Snack
10.40 – 10.50 Library Time
10.50 – 11.05 Music and Movement
11.05 – 11.15 Closing Circle and Story

Early Explorers Pre K Enrichment

12.15-1.15 Free Play/Discovery
1.15-1.30 Circle Time
1.30-1.45 Activity Time
1.45-2.15 Outside Free Play
2.15-2.35 Hand Wash and Snack
2.35-2.45 Library
2.45-3.00 Music
3.00-3.15 Closing Circle and Story