

**Busy Bees Preschool, Inc**  
**Admission Agreement 2021-2022**

**Keep this Agreement for Your records**  
**Return the Acknowledgement Slip with Tuition Payment**

**Basic Service**

Busy Bees Preschool, Inc is licensed by Social Services to provide non-medical care to children aged 2.5 years through entry to kindergarten. Busy Bees Preschool, Inc offers programs for preschool age children between the hours of 8.15am – 11.15am and 12.15pm - 3.15pm Monday through Friday. Our classes are all 3 hours and we are licensed to have 18 children in each class. A morning and an afternoon snack will be provided. School starts **Monday August 9<sup>th</sup> 2021 for Bumble Bees** and **Thursday 12<sup>th</sup> August for Honey Bees and STEM**. There will be a virtual, or in person meet and greet on Tuesday 10<sup>th</sup> August for Honey Bees. Details will follow over the summer.

**Enrollment**

Children enrolled in our program must be current with immunizations, or have a valid exemption from a Pediatric Physician. Immunization records must be submitted by the end of May 2021 any child without a complete record on file, who doesn't meet the criteria for provisional entry, will not be admitted until all immunization requirements have been met.

**Children MUST be Potty trained.** We understand that accidents do happen so ask parent to provide a change of clothes to leave at the school.

**Registration Fee**

Busy Bees Preschool, Inc has a non-refundable annual registration fee of \$150 for new students and \$75 for continuing students. This is an administrative charge and not tuition.

**Tuition Policy**

Annual tuition is payable in **11 installments** due **June 1<sup>st</sup> 2021 before school starts and August 2021 through May 1<sup>st</sup> 2022.**

Two day classes (Honey Bees/STEM)	\$2800 per year / 11 installments of \$255
Three day classes – (Bumble Bees)	\$3900 per year / 11 installments of \$355
10% discount for 5 days per week (Bumble Bees and STEM)	\$6,700 per year/11 installments of \$548

In the event that Busy Bees has to close during the school year due to pandemic, accident, emergency or any circumstances outside our control, monthly payments made towards annual tuition will not be reimbursed but families will have no further financial obligation until we are able to reopen.

**Payment**

The preferred method of payment is check. Families are asked to please set up a recurring payment to Busy Bees Preschool using the bill pay option with your bank. Please arrange your payments to arrive by the 1<sup>st</sup> of each month. Checks made payable to Busy Bees Preschool, Inc, can be sent to: **1261 Hawks Flight Court, Suite F, El Dorado Hills, CA 95762.** In the event of a check being returned all charges associated with the returned check will be billed to you. If more than 2 checks are returned you will be asked to make future payments by cashier's check or cash. A \$10 late fee will be billed after the 6<sup>th</sup> of the month. **Payments may also be made with Venmo @Busybees-edh-1**

**Refund Policy:**

There will be no refunds for absences due to holidays, vacations, illness, doctor's /dentist visits, family necessity etc. All refunds are at the discretion of the Administrator.

**Sibling Discount:**

Following full payment of one sibling other enrolled siblings are eligible for a 10% discount.

**Termination of Agreement:**

This Agreement may be terminated by you when a 30 day written notice is given to the Administrator. Tuition is due during this 30 day period. This Agreement can be terminated at any time by Busy Bees Preschool, Inc and a child may be withdrawn from the program for the following reasons:

- the child presents a health or a safety threat
- repeated discipline problems
- lack of parental cooperation
- on-going late pickup
- Inappropriate parental behavior to teachers, staff or other children
- on-going late payment of fees
- the needs of the child cannot be met

In the event we feel unable to meet the needs of a child full support will be offered to help find an alternative program.

**Holidays:**

Busy Bees Preschool, Inc will be closed at certain times of the year. Holidays are listed in the Parent Handbook. Monthly tuition payments must continue to be paid during Holiday periods.

**Absences:**

Please notify us of any planned absences. On a day your child is sick or will not attend for any other reason please call 916 933 3797 or email [suzanne@busybeesdh.com](mailto:suzanne@busybeesdh.com).

**Daily Sign-In and Sign-Out Policy**

Parents/guardians or anyone designated by them will be responsible for signing children in and out of class. Full signature must be used. A child will only be released to the parent/guardian named on this Agreement and to those persons listed on the Identification and Emergency Information form. Please notify the office or tell your child's teacher if someone other than you is going to pick-up your child on a specific day - this person will be asked to show photo ID.

**Late Pick-Up Penalty:**

Children **MUST** be picked up on time. Busy Bees has licensed hours of operation and capacity. Extremely late or frequently late parents will be charged a rate of \$1 per minute. **Class times must be adhered to especially during these times of heightened cleaning and sanitizing requirements.**

**Health**

Staff will conduct a daily health check prior to caregiver leaving the facility. Temperature will be taken using a touchless thermometer. A child with a temperature of 100.4 or above **will not be admitted.**

Children will also be excluded if they present or complain of **2 of the following:**

Chills, repeated shaking with chills, fever within the past **48 hours**, muscle ache, headache, cough, shortness of breath, sore throat, new loss of taste or smell, diarrhea or vomiting in the past 48 hours, discharge from eyes, ears or nose. If a child becomes ill while at Busy Bees the child will be isolated away from the group and parent/caregiver will be asked to pick them up immediately.

The school office must be notified immediately if any household member has developed signs or symptoms of a communicable disease.

**Emergency Contacts:**

You are required to maintain at all times at least 2 additional emergency contacts and ensure all the

information provided on the Identification and Emergency Form is up to date and accurate. In an emergency where no one listed can be reached the staff at the center may have to contact the police or other emergency authorities.

**In the Event of Emergency:**

The physicians listed on the child’s Emergency Information Form may be contacted in the event of an emergency. A child may be transported to a local hospital for care in the event of an emergency when a parent/guardian cannot be reached. Busy Bees Preschool, Inc and its employees and owner will not be Liable for any expenses incurred. These will be the responsibility of the parent/guardian.

**Rights of the Licensing Agency:**

The Department of Social Services Licensing Department under the authority to inspect specified in the Health and Safety Code Sections 1596.852, 1596.853 and 1596.8535 has the authority to interview children attending the Childcare Center or staff without prior consent (Title 22, Division 12, Chapter 1, 101200 (b) (c). This authority includes the right to inspect, audit and copy child or child care center records upon demand during normal business hours.

**Photographs**

Photographs of children at Busy Bees Preschool, Inc may be used on the school website or in advertising/promotional material unless a parent or guardian informs the Administrator **in writing** that images of their child can not to be used.

**Transportation**

It is the policy of Busy Bees Preschool not to transport children in our care. If a field trip is organized parents are responsible for transporting their child and must stay with their child throughout the trip/event.

**Please keep this Admission Agreement for your records. Detach and return the section below along with all other enrollment papers.**

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*I Acknowledge receipt of the Admissions Agreement, Parent Handbook, Pandemic Health and Safety Policy (Parent)*

*As the parent or legal guardian of \_\_\_\_\_ (child’s name)  
I acknowledge that I have carefully read and understood the Admission Agreement for 2021/2022. I agree to adhere to the policies, procedures and conditions as detailed in that Agreement and in the School Handbook.*

*Parent or Guardian:*

*(Print Name)* \_\_\_\_\_

*(Signature)* \_\_\_\_\_ *(Date)* \_\_\_\_\_

**Administrator - Confirm Receipt of tuition payment (Due June 1<sup>st</sup>) \_\_\_\_\_ (amount)**

**Signature** \_\_\_\_\_ **(Date)** \_\_\_\_\_