

# Parent Handbook

2021/2022



*Busy Bees Preschool, Inc.*



El Dorado County  
Excellence in Early Care and Education

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 (Tuesday/Thursday)    | \$2,800 |
| • Bumble Bees (Monday/Weds/Friday) | \$3,900 |
| • STEM (Tuesday/Thursday)          | \$2,800 |

- 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 installments with a summer payment due June 1<sup>st</sup> then 10 further payments August – May.

A \$10 late fee will be charged after the 6<sup>th</sup> of the month.

## Payment Options

The preferred method of payment is check. You may arrange **Automatic Bill Payment through your bank** scheduled for the 1<sup>st</sup> 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. **We also accept Venmo Payments @busybees-edh-1.** 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.

## 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.

**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 1<sup>st</sup> 2022. Tuition must continue to be paid during this 30 day period. The contract may not be terminated after April 1<sup>st</sup> 2022.

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 2021-2022

Bumble Bees First Day	Monday 9 <sup>th</sup> August
Honey Bees Meet and Greet	Tuesday 10 <sup>th</sup> August (Details to follow over summer)
Honey Bees First Day	Thursday 12 <sup>th</sup> August
STEM First Day	Thursday 12 <sup>th</sup> August
Labor Day	Monday 6 <sup>th</sup> September
Veteran's Day	Thursday 11 <sup>th</sup> November
Thanksgiving	Monday 22 <sup>nd</sup> – Friday 26 <sup>th</sup> November
<b>Staff Development Day</b>	<b>Friday 17<sup>th</sup> December (No School)</b>
Winter Break	Friday 17 <sup>th</sup> December – Monday January 3 <sup>rd</sup>
Martin Luther King Jr Day	Monday 17 <sup>th</sup> January
Lincoln's Birthday	Friday 11 <sup>th</sup> February
Washington's Birthday	Monday 21 <sup>st</sup> February
Spring Break	Monday 11 <sup>th</sup> April – Friday 15 <sup>th</sup> April
<b>Staff Development Day</b>	<b>Friday 20<sup>th</sup> May (no school)</b>
STEM Last Day	Tuesday 24 <sup>th</sup> May
Honey Bees Last Day	Thursday 26 <sup>th</sup> May (Picnic in the park)
Bumble Bees Last Day	Friday May 27 <sup>th</sup> (Graduation Day)

## 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.

## 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 lead teachers have a *minimum* of an Associates Degree in ECE. Staff are all trained in CPR and First Aid. Teaching Staff also have the opportunity to do ongoing training through El Dorado County including professional coaching.

## 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. Children are required to be 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

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. 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.

## Clothing

Please ensure your child is suitably dressed for preschool, we spend time both inside and outside each day so children should be dressed appropriately:

- clothing can get soiled/dirty - dress children in washable clothing
- clothing should be simple, free of complicated fastenings
- bring sweaters and rain jackets in fall, winter and spring
- **put child's name on all outer clothing**
- children must leave a complete change of clothing at school in a large ziplock bag
- 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. If your child has separation anxiety and you want them to have their comfort item to help with the transition please discuss with your child's teacher.

## **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 have a private site called Memberhub where parents can log in to see photos of the children learning and having fun. Parents may use the site to send announcements to the class (e.g. arrange play dates). You will be invited to join Member hub at the start of the school year.

If you have questions or queries please contact us [suzanne@busybeesdh.com](mailto:suzanne@busybeesdh.com) or phone 916 933 3797.

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