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Mission and Philosophy

Welcome to Busy Bee Preschool! Busy Bee Preschool is a licensed, home based preschool created to assist students in obtaining a solid social and academic foundation in their early developmental years so that they can acquire the knowledge and skills needed for school success. We strive to develop positive social skills and character in each child that will remain with them throughout their lives.

We believe an effective preschool environment is a place where children feel well cared for and safe. Our preschool is a place where children are valued as individuals and where their need for attention, approval, and affection are supported. In this environment, children can discover the world that surrounds them and develop the capacity to connect with others.

Our preschool provides an enriching and loving environment which engages students in creative and fun age appropriate activities based on current research. We use a variety of curriculums, including The Creative Curriculum and High Scope. Our mission is to instill in children a love of learning, to foster children's natural curiosity and creativity and to help children grow socially, emotionally, intellectually and physically.

We are excited for you and your child to join us!

Hours of operation: Monday-Friday 7:15-5:15

Full day options: \$40/Day

2 days: \$80/week

3 days: \$120/week

4 days: \$160/week

5 days: \$200/week

*Tuition includes preschool daily, morning snack, lunch and afternoon snack. Enrichment classes are also included in the tuition.

Half Day options:

2 days	9:00- 1:00	\$240/month
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3 days	9:00-1:00	\$360/month
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*Tuition includes preschool, morning snack, and enrichment classes

Admissions & Enrollment

Busy Bee Preschool serves children ages 3 years until Kindergarten. I retain the right to make age exceptions to this policy per contract, if I have slots available that are within my capacity limits set by the state of Colorado.

No child will be denied admission on the basis of his/her race, religion, or handicap. I will do my best to accommodate children with special needs by taking necessary classes or workshops. I do retain the right to deny admission if all my slots for a particular child's age group are filled.

Interviews

An interview with the parents and children to be cared for is required before any child will be accepted into Busy Bee Preschool. Interviews are generally conducted after hours.

Holiday/Closures 2018-2019

Payment is expected for the below noted holidays. If the holiday falls on a Saturday, Busy Bee Preschool will close in observance of the holiday the Friday before. If the holiday falls on a Sunday, I will close the following Monday. **Payment is required for these days.**

Busy Bee Preschool will be closed in observance of the following paid holidays:

- Labor Day (Monday, Sept. 3, 2018)
- Columbus Day (Monday, Oct 8, 2018)
- Thanksgiving Day & Day after (Nov 22 and 23, 2018)
- Christmas/New Years: (December 24 – January 1)
- President's Day (Monday, Feb. 18, 2019)
- Good Friday (Friday, April 19, 2019)
- Memorial Day (Monday, May 27th, 2019)
- Fourth of July (Thursday, July 4th, 2019)

I reserve the right to close for inclement weather. You will be notified by a phone call/text and/or email for such occurrences.

Provider Vacations

Each calendar year Busy Bee Preschool will be closed up to 2 weeks (10 days not including weekends) for provider's vacation. Parents will be given as much advance notice as possible. **No payment is required for provider's vacation.** However, parents are responsible for making other arrangements for childcare while Busy Bee Preschool is closed.

Personal Days

Busy Bee Preschool is allotted up to five (5) paid personal days each calendar year for illness, training, or family emergencies. Parents are responsible for making alternate arrangements for childcare on provider's personal days. Payment is not required for any personal days used **beyond** the allotted five (5).

Substitute Care

Should I need to be away from the childcare for a short amount of time due to unforeseen circumstances (emergency) or for doctor's appointments, substitute care may be provided by Tam Grzebyk, Troy Athmann, or other approved substitute. All substitute care providers will have been fingerprinted and passed a background check with the Colorado Division of Childcare. All substitutes are CPR and First Aid Certified.

**Care of this nature is entirely dependant upon the schedule of the substitute provider and may not always be available. In the event of an emergency, should a substitute provider not be located, parents will be phoned to pick up their child.*

Back-up Care

Parents are responsible for providing their own back-up care for illness, holidays, provider's vacations, provider's illnesses, and provider's personal days. I will do my best to provide you with references of other providers available, and to give enough advance notice when possible.

It is always an excellent idea to have other childcare arrangements available when placing your child into any childcare program. This ensures you have care available should your regular provider become unavailable. When interviewing providers, be sure to arrange alternate care as well as regular care.

Child Vacation and Absences:

There are a limited number of spaces available. **Tuition payments are not based on the child's attendance.** You are required to pay for the days that you are contracted for care...even when your child does not attend. If I am open on a day that they are due to attend, then payment is expected. I do not offer drop in spots. No refunds are given for late arrivals/early departures, parental vacations or exclusion due to illness. Tuition must be current for your child's spot to be held.

Please notify me at least two weeks in advance if your child will be absent due to family vacation. This will help me so that I may be able to adjust our schedule if needed. ***Full payment is required for any days your child is absent and must be paid in advance prior to your child's absence.***

Financial Responsibilities:

I have a "No pay, no play" policy. **Payments will be made in advance for childcare.** A \$25 late fee will be added to tuition payments made after the 3rd business day of the month. If fee isn't paid by the third business day, your child will not be cared for until the outstanding balance is paid. Continued late payments will result in termination of our contract.

If your child will be absent for the week, payment must be received the Friday prior to the scheduled absence in order to secure your child's space.

I will accept payment in the form of cash or personal check. Please place payments in the tuition drop box located on the shelf by the front door. Cash payments should be placed in an envelope labeled with your child's name so that there is no miscommunication of where the cash came from! (drop off and picks are often hectic and I want to make sure that I give credit to the correct person!)

Payment is due on the first class attended of the week.

Please make checks payable to: **Busy Bee Preschool**

Receipts

Receipts will be given upon request. I will also keep track of your payments throughout the year for tax purposes. You will receive a Year End Tax Statement by the end of January with the total amount paid for services from the previous year.

Late fees:

- **Late tuition:** \$25 late fee will be added to tuition payments made after the 3rd business day that payment was due. If fee isn't paid by the third business day, your child will not be cared for until the outstanding balance is paid. Continued late payments will result in termination of our contract.
- **Late child Pick –up:** \$5.00 for the first 15 minutes or any part thereof...unless prior approval from me. After the first 15 minutes, there will be a charge of \$1 per minute. All late fees will be due the day that care was received. **Please respect my time.** If you are running late, please give me a quick call so that I can be prepared. I often have things planned immediately after I close at 5:15 for the day. If you are late, then it may force me to be late as well.
- **Non-sufficient Funds/Returned Check:** \$25 plus any fees that I may incur. If more than one check is returned in a school year, cash or a cashier's check will be required from that point on.

If a child is asked to leave the program by the director, then a refund of any tuition, if any due, will be given within two weeks of termination by BBP.

Registration fee: A non-refundable registration fee of \$75 is due upon enrollment. This fee is due annually in August when contracts are renewed.

Field trip/special activities: Field trips are a part of our preschool program. Parents are asked to cover the cost any admission fees associated with our trips. Parents will be notified in advance of any fees associated with such activities. Parent involvement is highly encouraged and an important part of our program. Please try to attend a few of the many special outings and events. It really means a lot to the children. We usually have an event or two monthly.

Enrichment Programs

Busy Bee Preschool offers Enrichment Programs with the help of community resources. Some examples of classes that we may have are: Yoga, dance, Stretch-N- Grow (a Creative movement class), gymnastics and music classes.

Activity Fund:

Each child will have an 'activity fund' to cover your child's field trip fees and enrichment classes. It works like this: you deposit \$20-\$30 into your child's activity account and I apply the money to each outing that we take. I place an account register with the child's daily sign-in sheet and record funds used so that the parent can see their child's remaining balance. When the account is running low, you provide me with another deposit. This is very helpful as it helps the parent to not forget the activity fees when needed.

Enrollment Requirements:

The following forms are required by the state of Colorado and need to be completed prior to enrollment.

1. Enrollment Form
2. Emergency Contact form
3. Certificate of Immunizations (to be completed annually)
4. Medical Emergency Treatment form
5. Consent forms (Transportation ,field trips, media... etc)
6. Health statement-The general health appraisal is a statement of current health status signed by your Licensed Physician. Although preferred at time of enrollment, by Colorado law, it **MUST** be received no later than 30 days after your child's start date or your child will no longer be allowed to attend school until it is obtained.
7. Signed Contract

Note: All forms must be updated at least every year or sooner according to need. Also the deposit must be paid, prior to admission. A position will not be held if the above requirements are not made.

Arrival and Dismissal Procedures:

Student Drop off

Please walk your child inside and sign them in on the "sign in/sign out log." Please do not send your child in alone. This is a good time to take a minute to communicate any information about your child that you think would be helpful for me to know. Little things like a rough night sleeping or a parent away on a trip are helpful things to know.

A quick drop off is encouraged. If your child is having a hard time adjusting to you leaving, a long drop off often encourages that behavior. They are learning: If I continue

to cry, mommy/daddy stay longer. So please get them settled and give a kiss goodbye. They will usually calm down much faster with this approach. I will almost always send you a text with a smiling face within a few minutes!

Pick up policy:

No one other than parents or designated persons will be allowed to pick up your child without prior written notification. Anyone other than a parent or guardian will be asked to show photo identification (without photo identification, they will not be allowed to pick up your child.) If there is a court order keeping one parent away from the child, I must have a written note from the custodial parent in my file. Otherwise, I cannot prevent the non-custodial parent from picking up the child.

You must be at least 16 years old to pick up children.

If the person picking up the child seems incapacitated in any way (ex. Under the influence of alcohol, drugs or emotionally unstable), the director reserves the right to use their discretion and will keep the child in the care of BBP until other arrangements can be made for the child to be picked up.

Boundaries:

This is also a time of testing when two different authority figures are present (the parent and the provider). All the children will test to see if the rules still apply. During arrivals and departures, I expect parents to back up my rules. Please be in control of your child at all times. If you are not, I will remind the child that their behavior is inappropriate and take action to correct if needed.

Safety:

Please be in control of your child during pick-up and drop-off times. At pick-up, please do not let your child leave the house until you are leaving also. Children are not permitted to go out to their car unattended.

Child Left Behind:

If a situation arises where a child has not been picked up from care and no one can be reached on the emergency contact list, then the child will be kept under the care of the Vicki Athmann until someone is contacted or the child is picked up. The child will be fed nutritious snacks and meals and will be given toys and activities to play with. Busy Bee Preschool is not authorized to provide overnight care. If, in the very unlikely situation that a child is still in our care after 11:00 p.m., authorities such as the police and social services will be notified.

Transportation

All children being transported in a vehicle will be properly restrained according to Colorado state laws. Car seats may be required for trips and must meet CO child restraint requirements. Transportation to trips off of the premises will be provided by Vicki Athmann, Troy Athmann, other staff members at BBP and help from parents in

our program. Parents are always welcome and encouraged to join us on any of our outings.

No Smoking Policy

No smoking is allowed on the premises. The Colorado Clean Indoor Act states that all childcare facilities including private homes and vehicles that are used for childcare must be smoke-free. **Please extinguish your cigarettes safely *before* entering onto the property.**

Open Door Policy

I maintain an open door policy to families with children enrolled in our program. Parents are welcome to visit Busy Bee Preschool at anytime during business hours. Please understand I may not be available to give you my undivided attention as I am interacting with the children. Also, visitors tend to make the children behave in an excited manner that does not usually occur when I am alone with them. Your child may become upset when your visit is over and you leave without them. Please keep these things in mind when planning your visit.

Monthly Newsletters

Busy Bee Preschool produces a monthly newsletter for all families enrolled. The newsletter provides you with important information related to our preschool program such as: field trips, preschool activities, special occasions, birthdays, holidays, and center closings. The monthly newsletter is my best form of communication for all families enrolled. It is important that you read this each month.

Communication:

Though I am very open to any questions or concerns you may have about your child, drop-off and pick-up times are generally not the best times to discuss these concerns in depth. Instead, please feel free to phone me after class or in the evenings when I am able to give you my undivided attention. You may also reach me through email at: vsa722@yahoo.com

If you should need assistance with communicating, such as an interpreter or sign language, please let me know. I can arrange for someone to assist with those things. Belinda Price is a deaf interpreter and child care provider. Charlotte Martinez is a lead teacher for a local child care provider and these ladies can assist as needed.

Dress for Play

All children must arrive dressed and ready for the day. Please do not dress your child in clothes you would not like to be soiled. Though I try my best to keep the children's clothes clean, sometimes this is not always possible.

Children need fresh air daily and with weather permitting we play outside at least once a day. Please dress your child in appropriate clothing such as **snow boots, heavy coat,**

mittens, and **hat** for snow and cold weather. Lighter clothing such as shorts and t-shirts should be worn in the summer.

*Open-toed shoes, Crocs and sandals are **not** permitted in an effort to reduce the risk of injury and discomfort. Tennis shoes are more sensible for outdoor play when there is no snow.

Quiet Time/Rest Period

All children under the age of five are required by state law to have a rest period while at daycare. Our rest period is usually from **1:30 p.m. to 3:30 p.m.** To avoid disturbing the children who are napping, please try not to schedule pick-ups at this time. If you must pick-up your child during quiet time, please notify me in advance so that I may have your child ready when you arrive.

I realize that not every child naps at home. But in a structured setting, we are very busy and all children need some time to “rest”. Therefore, I have everyone lay down quietly for 30 minutes - no books or puzzles. This allows those who were going to sleep to do so without being distracted by the non-sleepers. After those 30 minutes, I let the non-sleepers get a small basket with quiet activities to work on while the others are resting. Most children need 10-13 total hours of sleep each night so depending on what time your child goes to bed, the nap-time might be a good time to rest and replenish!

Television Viewing

As we are pre-occupied with other activities throughout the day, television viewing is limited in our program. However, it may assist in the busy transition of drop-offs/pickups and at lunch time. I may allow educational television programs for no more than 30 minutes at such times.

Television is limited to age appropriate programs such as PBS, Disney, etc. On occasion, we may choose to watch an age appropriate movie on a special day or in inclement weather. Please speak with me if there are particular programs you do not want your child exposed to.

Toilet Learning

Children must be Toilet trained to attend Busy Bee Preschool. If children are almost trained, meaning they can tell an adult that they need to potty, we can discuss attendance and procedures for attendance. A change of clothes must be provided at all times for all children.

Toys from Home

Please do not allow your child to bring toys from home.

Supplies to be provided by Parents/Sunscreen

Please write your child's name on all items brought to daycare. *Swimsuit, towel, and sunscreen (Summer time only), *Any medication, powder, or ointment your child needs, * One change of clothes per child should be available at all times. **Sunscreen should be applied daily by the parents (in the summer months)** upon arrival to Busy Bee Preschool. I will reapply as needed.

Emergencies and Evacuations:

If there is an emergency, we will leave by the nearest exit. I have neighbors on all sides who are home during the day as well as several reliable friends to help should an emergency arise. Of course you would be contacted immediately. In case of a natural disaster, National emergency, State emergency, we are going to meet at the mailbox closest to this house. (4 houses down on the right when coming out of the front door).

Fire Safety:

Fire safety is a regular theme of the children's curriculum. Evacuation routes and procedures are posted on the bulletin board on the stairwell. With consideration to age-appropriateness, children will practice exiting the house safely and learn about fire prevention and safety. The children will also become aware of the designated "safe" areas for use during severe weather

Behavior Management

Spanking or any other form of physical punishment is strictly prohibited. Discipline shall not be associated with food, rest, or toileting. Children shall not be subjected to discipline that is severe, humiliating or frightening. The goal of discipline is to help children see the sense in acting a certain way. This is a time consuming task and it is important we remain realistic in the expectation of the behavior of each child. The child's developmental age and stage must be taken into consideration.

I have rules in place to ensure safety, comfort, and happiness for all. I like using positive reinforcement and guidance based on individual needs and development. I like giving choices and giving praise for positive behavior. Distraction and Re-direction are common practices used for Behavior Management.

As a last resort, I will use supervised "shadowing" (the child will remain at my side, one minute for each year of age) or "time-out" to allow the child time to calm down. Privileges may also be removed if it is age appropriate. The "time-out" method will not be used for children under 2 years of age as this is not developmentally appropriate practice. Very young children should not be isolated, nor should they be ignored or left without proper stimulation.

I will be very direct in letting you know of problems as they arise. If there are any problems that concern you as a parent or me as a provider, please discuss them with me openly and honestly. Comments and suggestions are always welcome.

Biting Policy

Biting will not be tolerated and to ensure the safety of the children in care I will enforce a strict biting policy. If a child bites or begins to bite they will have two weeks to correct the aggressive behavior or childcare services will no longer be available.

Busy Bee Preschool understands that biting in young children is typical in normal early childhood development. However, I do believe it is in the best interest of the children placed in care to set limits for aggressive behaviors such as biting, which has the potential to harm others. Biting can occur for many different reasons such as:

- Anger
- Frustration
- Over Stimulation
- Fear
- Teething
- Lack of Language
- Attention
- Reaction
- Curiosity

It is my goal to recognize triggers that cause biting and redirect a child before the incident occurs. In the event I am unable to intervene the following steps will take place:

- I will first attend to the bitten child by comforting and then cleaning the bitten area with soap and water. Ice will be applied if bruising occurs.
- The child who did the biting will be removed from the setting and in an age appropriate manner I will explain that the behavior is unacceptable: "Biting hurts", or "We bite food, not people". Care will be taken not to reward the child that did the biting with extra attention.
- The incident will be documented on an Accident/Incident form that will need to be signed by the parent of the biter and the provider. The parent will receive a copy of the signed form, and the original will be placed in the child's file.
- Busy Bee Preschool will not identify the child who did the biting to the parents of the bitten child and may not give out medical or other information on the biter per Colorado Childcare Regulations.
- Parents will be asked to work with their child in discouraging the aggressive behavior.

Facility Rules

At Busy Bee Preschool rules are in place for the health and safety of the children. I also believe rules help in developing a child's own sense of self-control. I teach respect for other people and respect for property, and achieve this through compassion and consistency. Please take the time and review the following with your child (ren):

- Walking feet used Indoors
- **No Gum**
- Keep hands and feet to ourselves
- Use inside voice indoors
- Furniture is not for climbing or standing
- Clean up after yourself
- No mistreatment of toys (throwing - kicking), belongings, or home
- **No roughhousing or wrestling**
- Children must sit at the table when eating or drinking (no walking around with cups or food)
- Tell the truth
- Use good manners
- **Follow directions given by parents or provider**
- No partially eaten meals are to be brought in. Children need to arrive ready to begin their day.

Damage to Property

Children are expected to be respectful to personal property and furnishings (including personal belongings of other children in care). Normal wear and tear is anticipated. However, parents will be responsible for intentional damage to property (including toys) through destructive behavior. Reimbursement is due with the following week's tuition.

Health & Illness Policy

State law requires that every child in a childcare setting have an up to date statement of health, signed by a physician. This is a requirement that must be met prior to enrollment. **A new health statement will be required each year** from the date of the physical. **The law also requires an up to date immunization record prior to any care provided.**

I operate a "well" child facility. Please do not bring your child ill. Your child will not be admitted. Admission is at the discretion of the provider. I will not provide care to children with the following symptoms:

- Fever of a 101° (or over)
- Contagious diseases

- Vomiting
- Runny nose (other than clear) accompanied with a cough
- Non-stop persistent coughing
- Diarrhea (2 or more loose stools)
- Tired, lethargic, or cannot participate in play or group activities
- Impetigo
- Rashes that are weeping
- Pink Eye or other eye infections (*child may return to care after a full 24-hours of antibiotic eye treatment*)
- Lice (must be treated and nit free)

I will contact you to come and get your child in the event he or she becomes ill. You will have one hour (dependent upon situation) from the time I call and speak with you to pick-up your child. I am required to have them separated from the other children in another room until you or an emergency contact arrives to pick them up. In these cases, **24-hours without symptoms** must pass before being readmitted into care. I do accept children with common colds and other minor ailments. ***However, your child will participate in our daily activities and outings. If you do not want your child to participate in our daily activities such as outdoor play, field trips, etc. please keep them at home. Activities will not be canceled for sick children.***

If your child is taken sick from my care for an appointment, I will need a release form from the doctor's office. Please notify me at once if you find out your child had a contagious illness so that I, my family and the other childcare parents may respond appropriately. I will notify you if your child has been exposed to any contagious disease. I do require emergency numbers where the parents can be reached at all times, should the need arise.

Medication:

I prefer to NOT give any medication. When a medication is needed, they should be given at home when possible. This has been made easier now that once and twice daily dosages are available.

Please let me know when you drop your child off in the morning if you have given him/her any medicine at all the night before or that morning. If for any reason your child has a reaction or gets severely ill where doctors or paramedics need to be called I need to have their medication information available to know as best to assist them.

If it is **necessary** that your child needs **any type** of medication, including vitamins, homeopathic and herbal remedies and OTC ointments and creams (prescription or over the counter) during childcare hours I will need written authorization from your health care provider and from you. Ask me for the specific forms for this. Parents/Guardians are responsible for providing all medications and supplies. All medicine must be in the original container with your child's name clearly labeled on it.

Prescription medicine containers must bear the original pharmacy label that shows the prescription number, name of the medication, date filled, physician's name, child's name and directions for dosage. When no longer needed, the medicine will be returned to the parents/guardians. I can only administer prescription medicine to the child whose name appears on the pharmacy label. In most situations, children should not transport medications to and from this childcare home; this includes medication placed in a diaper bag or backpack. Please hand it directly to myself so we can verify the amount of the medicine together (state requirement) and I can place it in a locked area away from the children.

Nebulized medications and emergency injections (EpiPen) require a written health care plan or instructions completed by the RN consultant and/or the child's health care provider.

In the event of an accident or illness at daycare, you will be notified immediately and will be expected to remove the child from daycare promptly. You must make arrangements to have the child picked up within 60 minutes upon notification. If you cannot be reached your contacts will then be called in the order you list them to pick up your child. If you cannot be reached in the event of an accident your child will be transported to the doctor/hospital listed on your enrollment form.

Medical Insurance/Medical Provider

Parents are required to have a medical Doctor listed on the enrollment form. If you do not have a primary care physician or office, I have information that I can give you to obtain insurance and a primary care Doctor. I must have the Doctors name, address and phone number that I can reach if needed.

Additional educational resources

Every September, I have therapists come over from Inspiring Talkers to conduct developmental screenings at our school. (at no charge to you) The screenings are meant to help check each child's physical and developmental growth to see if there are any concerns. They check things like motor control, speech, fine motor skills, language development and much more. It is a valuable resource available in our community. They are able to track your child's progress as well as help you to work through any trouble areas. They are also able to connect you and work with Child Find (this is available through the schools) to help as needed in securing and coming up with any individual plans that may be needed. If a referral is needed for additional resources, I am happy to help in locating that information.

Child Abuse Reporting

I am required by state law to report any incidences of suspected child abuse or domestic violence. My first concern is the safety of your child, and if I suspect he/she has been subjected to abuse, I will file a report to the proper authorities.

The child abuse hotline number is: 1-844-264-5437

Meals:

I will provide a morning snack, lunch and an afternoon snack for your child. The children are offered the food, not forced to eat. Children who choose not to eat will not be served additional food until the next mealtime. Please do not send food (half-eaten breakfasts, candy found in the car, etc.) or gum with the children. Meal times are generally as follows:

Morning snack: 9:30- 10:00

Lunch: 12:30-1:00

PM snack: 4:00-4:30

Special Diets:

If a child has a particular dietary need, substantiated by a medical evaluation, I must be informed and given a doctor's note. Substitute meals or snacks may then be brought from home. Please make me aware of any food allergies at the time of enrollment. I will make sure that the foods that your child is allergic to are not served.

Pets on Premises

I currently have a yellow Lab named Cooper. He is seven years old. He lives indoors and will have limited or no access to the children. During normal hours, he will be isolated in another part of the house. He is energetic, gentle and sweet... but still a lab!

Emergencies:

In the event of a medical emergency, fire, or natural disaster, I will take immediate steps to ensure your child's safety and will contact you as soon as possible. The following steps will be taken in the event of an emergency:

- A phone call is made to 911
- Child's parents (or emergency contacts) are called, if at all possible.
- Child and health records are taken to the nearest emergency service provider.

It is extremely important that the emergency contact information is up to date and all information is correct. If you are not at your normal location on any given day, please leave a number that you can be reached at.

Minor bumps and scratches are inevitable, but I make every effort to keep the children safe through supervision and childproofing. Minor injuries will receive appropriate first-aid, and if emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be transported to the nearest medical center by ambulance. Parents are responsible for all costs involved in emergency medical treatment, including

transportation if required. The owner of Busy Bee Preschool LLC will not be held liable for any illness/injury of either parent/guardian or child while on these premises, or while the child is in the company of the provider during field trips or outings.

Recalled toys and equipment:

Busy Bee Preschool checks the CPSC website (<http://www.cpsc.gov/>) regularly for any recalled toys, equipment, or furnishings that are or may be used by the children enrolled. Any items recalled are promptly removed and sent to the manufacturer if necessary. Please notify me should you become aware of any recalls that you feel may apply to the toys or equipment that we use.

How to Obtain Official Rules and Regulations:

You may view a copy of the Official Rules and Regulations for Family Child Care Homes online at: <http://cdhs.state.co.us> Click on 'by agency' and then 'childcare' link.

Withdraw from the program

A two week notice of withdraw is required when withdrawing a child from the program. Parents are responsible for the contracted rate for that time, whether services are used or not.

Trial period and Termination:

A two-week trial period is given for adjustment. If, during the two- week trial period, either the parent or the provider feels that it is not a good fit for the child, care can be terminated without notice. Communication is very important on both parts to help the child adjust to the new environment. After the trial period, the parents or the provider can choose to terminate care with a two week written notice.

If a child is having difficulty adjusting to the new setting, I often suggest that a family picture is brought in to be left in their cubby. If they have a special blanket or stuffed animal, I encourage you to bring that in as well. Some children need a little longer to adjust than others, and I will do what I can to help make things as smooth as I can.

Feel free to call or text to check on your little one. I will send text pictures as time allows.

Exceptions to my giving a two-week notice include but are not limited to: (termination due to an exception does not require a notice from the provider)

- Failure to complete required forms
- Failure of parent to pay
- Lack of parental cooperation
- Excessive inappropriate behavior from the child
- Violence directed towards other children, adults, toys or other equipment while in my care.
- Parents verbally, or physically abusive, or threatening to the provider.

Kindergarten transition

In December, you will register your child for Kindergarten at your district school. Open enrollment means that you may enroll at a school of choice, not your assigned school. I encourage you to keep your options open and enroll at any school that you are thinking about attending. Some spots go quickly and if you do not take the opportunity to enroll during the open enrollment time, you may not have a choice later to switch schools. By enrolling, you are buying time to make the decision on where to enroll your child. Each school is different and finding a good fit for your child is important.

I also encourage parents to go talk to the school principals and tour the schools. They will have informational sessions scheduled in the spring. If your child has trouble transitioning to new environments, I would highly encourage that you spend some time at the school. Check out the playground on the weekend, go to school sponsored events, meet the teachers, etc. I am happy to help you navigate through this process.

As much as I would love to have the kiddos have a tour of a school as a group here with me, I am afraid that it is something that I can not do. Every year my kiddos seem to go to different schools! I do encourage that you contact your school and have a tour. (Especially if your child has trouble with transitions). It is an exciting time...but it is a change...for parents and children.

Miscellaneous

I reserve the right to make changes and to update the Policy Handbook throughout the year. Parents will be notified in writing should a change in policies occur. If needed, I will update my contract to comply with any changes made to the Colorado State Childcare Rules & Regulations.

A final note:

I am always open to suggestions and feel communication a very important part of this business. If there are any problems or concerns, I encourage you to talk to me about it. Thank you for the opportunity to work with you and your child, and I look forward to the future.

Receipt of Handbook of School Policies *(Initial and return to teacher)*

I have read the policies for Busy Bee Preschool. I understand that by initialing each policy below I am indicating that I have read each policy thoroughly, and agree to abide by each of the policies set forth in the School Policies Handbook . I understand that should there be updates to this handbook, I will be given a copy of the page with the updated information and a new copy of this page to sign and return. I will fill out, sign and return the enrollment form and contract in their entirety. By doing so I am enrolling my child in the Busy Bee Preschool.

- | | |
|---|--|
| <p>_____ Hours of Operation</p> <p>_____ Admission & Enrollment</p> <p>_____ Interviews</p> <p>_____ Waiting List</p> <p>_____ Holiday Closures</p> <p>_____ Provider Vacations</p> <p>_____ Personal Days</p> <p>_____ Substitute Care</p> <p>_____ Back up Care</p> <p>_____ Child Vacation/Absences</p> <p>_____ Financial Responsibilities</p> <p>_____ Receipts</p> <p>_____ Late Fees</p> <p>_____ Registration Fees</p> <p>_____ Field trips/activities</p> <p>_____ Enrichment Programs</p> <p>_____ Enrollment Requirements</p> | <p>_____ Boundaries</p> <p>_____ Safety</p> <p>_____ Child Left Behind</p> <p>_____ Transportation</p> <p>_____ No Smoking Policy</p> <p>_____ Open Door Policy</p> <p>_____ Monthly Newsletter</p> <p>_____ Communication</p> <p>_____ Dress For Play</p> <p>_____ Quiet/Rest Time</p> <p>_____ Television Viewing</p> <p>_____ Toys from Home</p> <p>_____ Emer /Evacuations</p> <p>_____ Behavior Management</p> <p>_____ Facility Rules</p> <p>_____ Damages to Property</p> |
| <p>_____ Arrival and Dismissal Procedures</p> | |
| <p>_____ Student drop-off</p> | |
| <p>_____ Health and Illness Policy</p> | |
| <p>_____ Pick Up Policy</p> <p>_____ Medical Insurance/provider</p> | <p>_____ Medication</p> |
| <p>_____ Separation</p> | <p>_____ Child Abuse Reporting</p> |

- _____ **Meals**
- _____ **Special Diets**
- _____ **Pets**
- _____ **Emergencies**
- _____ **Recalled Toys and Equipment**
- _____ **Official Rules and Regulations for Family Homes**
- _____ **Withdraw from Program**
- _____ **Trial Period and Termination**
- _____ **Kindergarten transition**
- _____ **Miscellaneous**
- _____ **A Final Note**

Child's name: _____
 age: _____

Hours and days that care is contracted for:

 _____.

Rate that care is contracted for: _____

Signed (Mother or Guardian) _____ date: _____

Signed (Father or Guardian) _____ date: _____

Signed (Day care provider) _____ date: _____

Email address at which I can be contacted: **vsa722@yahoo.com**

** A copy of the handbook can be found online at: www.thebusybeepreschool.net