

# Busy Bee Academy Childcare Center

Parent Handbook  
Policies & Procedures



1401 4<sup>th</sup> Avenue S. W.

Bessemer, AL 35022

205-425-9577

205-425-9573 (FAX)

Dear Parents,

## Welcome to Busy Bee Academy!!

We are so happy that you have entrusted your little one with us for his/her training. We look forward to a happy and healthy relationship with each family. Our policies and procedures are outlined in our handbook. Please read the policies and procedures and familiarize yourself with them. After reading the handbook, please sign your contract and give it to the Center's Director or the Owner for your child's file. Thank you again for selecting Busy Bee Academy Childcare Center as your child care provider.



# Mission Statement

Our mission at Busy Bee Academy is to be committed to providing quality child care in a creative environment where each can grow emotionally, intellectually, socially, and physically through exploration and discovery. Busy Bee Academy will strive to meet the individual needs of each child and their families.



# Center's Philosophy

Our goal at Busy Bee Academy is to provide child care by fostering the social, cognitive, language, emotional, and physical development of each child. In addition, we provide a safe and stimulating learning environment to promote the development of each child. The center will provide a nurturing atmosphere with creative activities. Each child will have opportunities to create, explore the environment, learn problem solving strategies, personal interaction skills, and learn concepts through hands-on experiences. Children will develop a positive self-concept through self and teacher directed activities. Children will also have opportunities for solitary play as well as group activities. Our staff will continue to be educated and evaluated to ensure that our program meets the needs of each child. Staff will serve as positive role models and provide care that is supportive, nurturing, warm and responsive to each child's individual needs. Busy Bee Academy also believes that parents and teachers are partners in children's care and education.

Parents are welcome to visit in their child's classroom. Any other visitor's must be cleared in advance by the Director or owner to help ensure the safety of every child.



# Admission Policy

Admission to the Center is open to any child regardless of race, creed, or religion. No otherwise qualified child with a disability shall solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, be subjected to discrimination under this program.

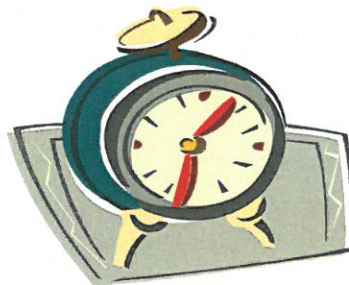
Each child that is enrolled should have a child's application form, contract and immunization form on file in the office.

A reminder letter for the immunization form will be given before your child's form expires. We will give you a reminder notice five to ten days in advance. All necessary forms must be completed before your child will be enrolled in the Center. Also, a nonrefundable **\$100.00** registration fee and **\$100.00** Supply fee must be paid upon enrollment.



## Schedule for the Child Development Center

1. The center will open at 6:30 am and close 3:30 pm Monday thru Friday. There will be a fee of \$15.00 for the first six minutes & \$1.00 per minute thereafter when your child/children are picked up late. Times are subject to change.
2. No child should enter or leave the center without a parent or guardian accompanying them.
3. Please sign your child in & out each day with your full signature and time and for those who receive child care assistance, please be sure to swipe your attendance card every day, for attendance credit.
4. Parents are asked to notify the teacher or director if someone other than the parent or guardian is picking up your child. A form will be provided to fill out for the person that's picking up your child and I.D. is required.



## Schedule for the Child Development Center (Continued)

5. If there are any custody battles, it is the custodial parent's responsibility for providing a Legal Document to the Busy Bee Academy Office Staff. The legal document will help us enforce that the non-custodial parent is not to granted access to the child. Busy Bee Academy is not responsible for keeping track of custody or visitation arrangements (e.g. every other week).
6. All students **must arrive before 9:30a.m.** If your child has an appointment, we request a doctor's excuse to return after 9:30a.m. There will be no admittance after this time. This will be strictly enforced.



# Financial Agreement

1. Each school year registration and supply fees are paid at the time of enrollment and each year thereafter. There is a registration and supply fee are \$100.00 each that's required.
2. Weekly tuition are as follows:
  - Infants/Toddlers (6 weeks to 2 1/2 years)- \$170.00/week
  - Two-year-old (not potty trained)- \$170.00/week
  - Two-year-old (potty trained)- \$155.00/week
  - Preschool (Threes and Fours)- \$145.00/week
  - Afterschool Care (School agers)- \$100.00/week
  - Summer Camp (School agers)- \$110.00/week
3. We do not accept any checks but we will accept, cash, money order & credit card. Please write your child's name on the money order, in order for payment to be applied to the proper account.
4. Weekly tuition is due on Mondays by 10:00am. If payment is not made then there will a \$15.00 late fee that will be added to your account and \$15.00 thereafter for each day that the tuition is not paid., or you will be asked to remove your child until payment has been made.
5. Bi-Weekly payments, (If you are allowed to pay bi-weekly) this is a courtesy that the Director gives to parents based on individual needs and pay days, bi-weekly will only be allowed as long as the child care is paid in advance, it can never be paid in arrears. If your child's tuition is not paid for one week, a parent or guardian will be notified and arrangements will be made at that time. If after two weeks of non-payment the center reserves the right to dismiss your child. Your child will not be able to attend until your account is paid in full.
6. If the owner or Director is not available, please place cash in the payment box. Please let one of the staff verify your amount in the envelope before placing it in the payment box.



7. Full tuition for the entire week is due regardless of Attendance; Holidays, Spring Break, Inclement weather, or conditions beyond our control. (i.e. power outages)
8. The center **DOES NOT** accept any checks.
9. We will go by the Bessemer School system for inclement weather. Call the center at 425-9577 for information or listen to your local news station for school closing.
10. Holidays that the center will be closed are listed on page 14 in the back of the handbook and are subject to change.
11. Vacation: One-week tuition-free is offered after twelve months of enrollment. Parents should notify the center in writing, two weeks prior for vacation.
12. A two-week notice must be given prior to withdrawal of a child. The fee for two weeks must be paid if notice hasn't been given.
13. If a family has more than one child and both are enrolled full-time, Busy Bee Academy will allow 10% discount for the second child, and 20% for the third. This discount is only applicable as long as you maintain more than one full-time child. School age children (After school and Summer Camp) and Child Care Subsidy recipients do not apply.



# Health Policies

1. In order to comply with our standards, each child must have on file an update immunization form.
2. In order to comply with our standards, no child who appears ill shall be admitted to the center. This includes the following symptoms:
  - Fever of 100.5 degrees
  - A child with known vomiting or diarrhea must not be brought to the Center. If the child develops vomiting or diarrhea during the course of the day, after the second loose stool or vomiting, the parent will be contacted to come and pick the child up.
  - A wound with bleeding or oozing of clear fluid, a skin rash or lesion.
  - Conjunctivitis (pink-eye) with white or yellow discharge.
  - Mouth sores with drooling
  - Ringworms, head lice or other infestations.
  - Constant uncontrollable nasal discharge or constant uncontrollable productive cough (raising phlegm).



# Health Policies

(Continued)

3. Children who exhibit any of these symptoms should not be brought to the center. If your child becomes sick while at the center, they must be picked up immediately upon notification of the parent. Children must be free of fever and /or symptoms of illness without medication for 24 hours before returning to the center.
4. Children brought to the center must be able to participate in all activities. It is not possible for a child to remain inside during the day to provide recuperation time for other health reasons. Our center does not have facilities or additional staff that is necessary to supervise individual children who are not able to participate in all of the daily activities.
5. We are a center for well children. There are several sick child daycare providers throughout the city that will provide care for your child.



# Medication Policies

To help prevent the spread of disease or infection and to keep our children as healthy as possible, the following must be adhered:

- The center will NOT dispense ANY medication. Please try to give your children their medication before arrival to the center.
- All medications are to be given by the parent only.



**!!!REMINDER!!!**

**FULL TUITION FOR THE ENTIRE WEEK  
IS DUE FOR YOUR CHILD  
REGARDLESS OF ATTENDANCE:  
HOLIDAYS, INCLEMENT WEATHER,  
OR CONDITIONS BEYOND OUR CONTROL.  
(I.E. POWER OUTAGES, HEALTH REASONS  
SUCH AS COVID-19 AND OTHERS.**

# Discipline Procedures

We strive to accentuate the positive, provide realistic choices for the child to make on their own and set definite but realistic limits for the child's behavior. The teacher is instructed to:

- Encourage the child to express upset or hurt feelings.
- Listen carefully to what the child is saying.
- Use consequences that relate directly to the misbehavior.
- Use time-out sparingly and only for a set limit time.
- Provide consistent and fair discipline.
- Reinforce acceptable behavior.
- We will not use corporal/physical punishment (restricting food, naps or bathroom procedures).



# Personal Belongings

## Child Personal Requirements:

1. Parents will need to provide their child with disposable diapers and wipes.
2. Each child will need to have a change of clothes for the center.
3. All soiled clothing will be bagged & sent home with the parents.

## Toddlers-Fours:

1. The state requires a 3 in 1 rest mat for the child to nap on and taken home monthly to be washed.
2. Clothing-Children should wear comfortable clothing that will allow them to move freely and that can be manipulated independently in the bathroom. If your child is in potty training please do not send them in overalls. Play clothes should be worn at all times. If weather permits, we will play outside daily. We request that all children wear tennis shoes. (No sandals, flip-flops, cowboy boots or dress shoes, please).
3. Children are not permitted to bring toys into the center. Toys are provided but feel free to bring books and movies for the class on the appropriate days. Always check with your child's teacher if it is appropriate to leave any item.



## *Busy Bee Academy Closing Dates 2022/2023*

<i>Closing Dates</i>	<i>Holiday</i>
<i>January 3, 2022</i>	<i>Closed for New Year's</i>
<i>January 17, 2022</i>	<i>Closed for Martin Luther King Jr. Day</i>
<i>February 21, 2022</i>	<i>Closed for President's Day</i>
<i>March 28 - April 1, 2022</i>	<i>Closed for Spring Break</i>
<i>April 15, 2022</i>	<i>Closed for Good Friday</i>
<i>May 30, 2022</i>	<i>Closed for Memorial Day</i>
<i>July 4, 2022</i>	<i>Closed for Independence Day</i>
<i>September 2 &amp; 5, 2022</i>	<i>Closed for Labor Day</i>
<i>October 10, 2022</i>	<i>Closed for Columbus Day</i>
<i>November 11, 2022</i>	<i>Closed for Veterans Day</i>
<i>November 24 - 25, 2022</i>	<i>Closed for Thanksgiving</i>
<i>December 22, 23, 26 - 30, 2022</i>	<i>Closed for Christmas Holiday</i>
<i>January 2, 2023</i>	<i>Closed for New Year's</i>

*Reminder: These Dates May Be Subject to Change!!*