

Busy Bee Academy Childcare Center

Parent Handbook
Policies & Procedures



1401 4th 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 **\$125.00** registration fee and **\$125.00** Supply fee must be paid upon enrollment.

NEW STUDENT REGISTRATION



Schedule for the Child Development Center

1. The center will open at 6:30 am and close 5:30 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 be 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 9:00a.m.** If your child has an appointment, we request a doctor's excuse to return after 9:00a.m. but no later than 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 \$125.00 each that's required.

2. Weekly tuition are as follows:

- Infants/Toddlers (4 months to 2years)- \$195.00/week
- Two-year-old and up (not potty trained)- \$195.00/week
- Two-year-old (potty trained)- \$180.00/week
- Preschool (Threes and Up fully potty trained)- \$170.00/week
- Afterschool Care (School agers)- \$110.00/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 8, the next page 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.

!!! 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.

Busy / Buzzin' Bees Closing Dates 2025

<i>Closing Dates</i>	<i>Holiday</i>
<i>January 1 & 2, 2025</i>	<i>Closed for New Year's</i>
<i>January 20, 2025</i>	<i>Closed for Martin Luther King Jr. Day</i>
<i>February 17, 2025</i>	<i>Closed for President's Day</i>
<i>March 24 - 28, 2025</i>	<i>Closed for Spring Break</i>
<i>April 18 & 21, 2025</i>	<i>Closed Good Friday & Easter Monday</i>
<i>May 23 & 26, 2025</i>	<i>Closed for Memorial Day</i>
<i>June 19, 2025</i>	<i>Closed for Juneteenth</i>
<i>July 4, 2025</i>	<i>Closed for Independence Day</i>
<i>August 28, 29 & September 1 2025</i>	<i>Closed for Labor Day</i>
<i>October 13, 2025</i>	<i>Closed for Columbus Day</i>
<i>October 24, 2025</i>	<i>Closed for Fall Break/ Teacher Workshop</i>
<i>November 10, 2025</i>	<i>Closed for Veterans Day</i>
<i>November 27 - 28, 2025</i>	<i>Closed for Thanksgiving</i>
<i>December 24 - 26, 2025</i>	<i>Closed for Christmas Holiday</i>

Reminder: These Dates May Be Subject to Change!!

Termination Policies

The first two weeks of a child's enrollment is a trial period for both the parents and the center. During the two-week trial, the parent or the provider can terminate the childcare contract without reason or notice as listed below in the termination of childcare agreement. No childcare payments are reimbursed in the event of termination.

Busy Bee Academy requires a two-week written notice from parents if they intend on removing their child from the center. Payment is due for those two weeks regardless if the child attends or not. In the event that payment is not made, late fees will be charged in accordance with the above policy for a total of thirty days. Anyone who terminates childcare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days, legal actions will be pursued such as but not limited to turning account over to a collections agency regardless of amount owed and reporting account to all credit reporting agencies.

Busy Bee Academy reserves the right to terminate a childcare agreement at any time. We will give two weeks' notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance. In the event that your care is terminated immediately, there are NO REFUNDS. Termination Steps include: Parents shall receive Verbal Warning, Conference Meeting with Director, and Termination.

Reasons for the termination can include but are not limited to

- Violation of contract or policy and procedures by the parent
- Failure to complete the required forms
- Failure to pay fees in accordance with the contract
- Child Behavior
- Inability to meet the child's needs
- Lack of Parental Cooperation
- Physical or verbal abuse of any person or property
- Habitual tardiness

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 (within 45 minutes). 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 to:

- The center will NOT dispense ANY medication except those that are EMERGENCY MEDICATIONS (i.e. rescue inhaler and EpiPen) Please try to give your children their medication before arrival to the center.
- All medications are to be given by the parent only, EXCEPT THOSE THAT ARE EMERGENCY MEDICATIONS.

Developmental Assessment Policy and Procedure

Assessment is an ongoing process that includes observation and provides information about development over time. Our program uses the Alabama Early Learning Guidelines (AELG). We complete the AELG checklist two times a year. The assessment data is used to drive classroom instruction and planning.

Classroom Curriculum

Play is the most important part of the curriculum. Curriculum for young children is physical and relational, and it happens in strong communication with families.

To provide a developmentally appropriate learning environment by engaging children in free play and providing daily opportunities to engage in:

Physical Development-Large and small motor development incorporated in large groups, small groups and individually. Will provide appropriate time for outdoor play (at least one hour daily) weather permitting.

Pretend Play-Social learning (incorporated during free choice)-home living or dramatic play, free play indoor and outdoor. Theme related dramatic play; restaurant, flower shop, grocery store, farm, firefighter, etc.

Language and Literacy-throughout the day in various centers and group reading (large and small or individual). Will incorporated into daily discussions and

Creative Art-Process Not Product oriented and free to express themselves. Provide appropriate art materials such as; paints, paint brushes, easel, crayons, markers, paper, collage materials, glue, magazines for cutting photos, stencils, playdough, pipe cleaners, etc.

Math-incorporated into free play in centers and during small, large or individual activities. Counting, rulers, tape measures, graphing, etc.

Science- incorporated into free play in centers and during small, large or individual activities. Can include experiments in groups or individually.

Screening Policy

Screening gives a snapshot of whether the child's development is on track.

After 30 calendar days of the child's entry into the program, the program either performs or obtains screening procedures to identify concerns regarding each child's developmental, behavioral, motor, language, social, cognitive, perceptual, and emotional development. The instruments used will be culturally, linguistically and age appropriate.

The ASQ-3 will be used as the screener of choice. The staff will encourage parents/guardians to complete this on their child. If the parent/guardian does not provide the ASQ-3 information, then a primary staff member will complete the screener on the child after 30 days. The procedure will be as follows:

1. The classroom staff will facilitate the parent completing the ASQ-3 on newly enrolled children including those with Individual Education Plan (IFSP/IEPs) and children transitioning from one age group to another. If parent does not complete, staff must complete ASQ-3 and after 30 days of entry.
2. Any ASQ-3 is considered a fail (needs practice/monitor) when any score falls in the black or gray. The child will be given individualized activities to support the needed areas of growth. After a minimum of 4 weeks, the child will be rescreened.
3. If the ASQ-3 score is still a fail, then the staff will consult with the site director.
4. If needed, the Director will share results and community resources with families.

Challenging Behaviors

We have adopted six strategies for reducing challenging behaviors. Reducing problematic behavior also requires teachers to identify the triggers that lead children to have negative reactions in the first place.

Here are some strategies for making the classroom a calmer place:

1. *Change the setting-* If a student is upset and starts acting out, encourage them to go to another activity, like reading quietly with you or another teacher. Make sure the student feels supported, but also understand why you pulled him or her aside. Different situations require a different response on the teacher's part. For example, if a student is overstimulated by an activity, you might suggest that the child focus on one activity at a time. Similarly, you may decide to put a limit on how many children can be at a learning center at one time.
2. *Respond calmly-* Responding to challenging behaviors is one of the most useful steps you can take in these situations. Take a few moments to pause before deciding how you will deal with the behavior and help the child return to the classroom activities.
3. *Teach alternate behaviors-* Mirroring positive behavior yourself can help children learn more appropriate means of expressing their wants and needs. For example, if a child has trouble sharing with his or her classmates, explain that they should ask to borrow items rather than just taking them (i.e. "Can I read that book with you?" or "Can I see it after you are done?").
4. *Give your students choices-* Children relish the opportunity to make their own choices. Try to offer students options in terms of the activities they want to participate in. This way children will also learn more about what they enjoy, as well as discover new areas of interest.
5. *Notice the positive and offer encouragement-* Offering children genuine praise for positive behavior has a ripple effect. The act of recognition boosts their confidence and desire to continue along this path.
6. *Practice consistency in your classroom-* Establishing consistent routines helps students feel less anxious. It also reinforces that there are certain group expectations you have for the class. Accordingly, it is important to practice consistency, both in terms of making these activities (i.e. handwashing, naptime) a part of your daily routine and ensuring that all children participate in them.

If a child is unable to use these calming techniques and continues to be disruptive, families will be contacted and notified of the circumstances. If a conference is needed, one will be scheduled immediately to discuss the positives that need to take place. When more serious concerns arise, we will partner with professionals who specialize in supporting children's social and emotional health.

Servicing Children with Special Needs

Busy/Buzzin' Bees have created a partnership with United Ability and United Way in order to help with enhancement and development of all children. The two organizations help by providing materials, tools, and literacy to help with the classroom.

Ratio/Group Size

We follow the ratios and group sizes listed below:

Age	Ratio	Group Size
0-18 months	1:4	8
18 months-2.5 years	1:6	12
24-36 months	1:7	14
2.5-4 years	1:10	20
4 years-school age	1:16	32

Screen Time Policy:

Screen time is defined as any media content viewed on mobile phone, tablet, computer, television, video, film, and/or DVD. Screen time is only utilized with children ages 3 and older. Screen time is limited to 30 minutes per day. When used, screen time will be educational in nature and intentionally planned on the lesson plans.

Parent Conference Policy

Classroom staff will conduct two parent conferences per year. During this parent conference, classroom staff will discuss ways to build a foundation for success according to each child's developmental needs. Classroom staff will review screening and assessment results along with other progress information. Classroom staff will support parents as the child's primary teacher. Parents will be provided opportunities to increase their child observation skills, and to enhance the learning experiences at home and school.

Procedure:

1. Classroom staff will gather the following materials: Family Conference Form, work samples, IEP/IFSP (if applicable), screening and assessment results, etc.
2. Classroom staff will schedule time and date convenient to parent/guardian.
3. Classroom staff will discuss the child's developmental progress utilizing the Family Conference Form, work samples/portfolio entries, IEP/IFSP (if applicable), screening and assessment results, and/or other related information.
4. Classroom staff and parent/guardian will complete, sign and date the Family Conference Form

Family Resource

Busy/Buzzin' Bees have created areas designated for parents/guardians. Our family resource areas contain materials and information related to children's health and development, community resources and a lending library. Families may borrow materials for extended learning at home but MUST return the materials with all pieces and in a timely manner. A sign in out sheet will be available for lending materials.

The family resource area will also provide families with information pertaining to training opportunities that are available. We will also provide families with allotted times to use technology. A computer will

be provided for family use upon request. Please notify the Director to schedule a time to use the available technology.

Diversity Policy

All Children and families are treated equal, and every child is welcome. Our program accepts subsidy and partners with local agencies to advertise services and we do not exclude children based on demographics or diverse needs. If there is a cultural difference, the staff will make every effort to accommodate the child and family.

Accommodations for language support will be made through labeling displays and items in the room in their language and English.

Translation apps will also be used to assist in communication, if needed. The staff will make every effort to learn words in the child's language. If the child has a disability, accommodations will be made to assist the child and the family with what they need to ensure that the child thrives in the learning environment. The child will not be excluded if reasonable accommodations can be made. Examples of accommodations include:

- Menu enhanced for cultural bias
- Smaller eating utensils and drinking utensils
- Smaller chairs and tables
- Handles and handrails
- Skid resistant mats
- Step stools

Positive Discipline Procedures

Positive discipline is helping children change their non-controlled or impulsive behavior into controlled or purposeful behavior by using positive strategies. Positive discipline strategies help children become self-controlled individuals. Positive discipline is reinforcing acceptable behavior and letting children know what to expect to help prevent problems before they happen. Another important part of discipline is modeling the behavior you want children to use and providing a structure in which they can function. Proper discipline provides security and less anxiety for the child. The goal of all discipline and guidance should help young children become happy, functioning individuals and be responsible for their own behavior.

Discipline accentuates the positive behaviors.

Discipline provide choices.

Discipline sets realistic limits.

Discipline encourages a child to express feelings.

Discipline uses consequences that are related to behavior.

Discipline listens carefully to what the child is saying.

- The use of corporal or physical punishment is prohibited, including but not limited to spanking, shaking, slapping, kicking, pushing, biting, pinching, hitting, thumping, hair pulling and ear pulling.
- The use of verbal abuse is prohibited including, but not limited to: yelling, shouting, name calling, shaming, making derogatory remarks about a child or a child's family, using language that threatens, humiliating, or frightening a child.

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 weekly 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.

THIS IS TO ACKNOWLEDGE THAT THE PARENT(S) OF

CHILD'S NAME

HAVE RECEIVED A COPY OF THE
BUSY BEE ACADEMY CHILDCARE CENTER
PARENT HANDBOOK POLICIES & PROCEDURES

PARENT'S NAME

PARENT'S SIGNATURE

DATE