

De'Ann's Busy Bees Preschool & Daycare Inc.

PARENT HANDBOOK



De'Ann's Busy Bees Preschool & Daycare Inc.

185 Fig Ln. Corning CA. 96021

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(530) 824-2316 or (530) 824-0696

OUR PHILOSOPHY

We believe that when children are offered a positive, consistent environment to enjoy, play and explore in, learning will naturally follow. We believe that by offering each child gentle guidance along with decisions to make on their own they will learn to make responsible decisions and become caring members of the environment they are a part of. We believe that if a child feels like they are supported and respected by their teachers or fellow classmates they will learn at a comfortable pace and have strong self-esteem.

We provide children with a variety of experiences and activities to promote their cognitive and social development. During “free choice” children will explore, discover, make choices and play on their own while being supervised by their teachers. During group time children will be taught valuable skills and knowledge to get them ready for school and future events in their lives. Their teachers will provide them with guidance and positive reinforcement throughout their experience at Busy Bees. Children will be taught to treat themselves and all living things kindness and respect. Children will be taught a love for Jesus Christ and how much he/she is loved by Jesus.

Through encouragement and reassurance, we, along with parents, will help develop positive self-esteem in each child we care for. By allowing children to make decisions we will help them become effective problem solvers. Along with our preschool curriculum, Bible stories and music and parent guidance, these little learners will be prepared for school when it is time while being given a long environment throughout their day.

OUR GOALS

- To provide a safe and loving environment where children can feel free to discover, learn and play.
- To provide preschool curriculum that is fun to learn and prepares children for kindergarten.
- To provide an environment where children learn to love and respect themselves and all living creatures.
- To provide the community of Corning and surrounding areas a quality preschool and childcare program.

THE PROGRAMS WE OFFER WITHIN OUR PRESCHOOL

INFANTS:

Children are learning at every age so we offer our infants a curriculum specific to their needs. We will read often to your infant, as well as play with and talk to your infant about things in his/her environment. We will have opportunity for small and large motor development both indoors and outdoors. We will work with the parent to develop a needs assessment for their child. We will review their infant’s progress on a monthly or as needed basis. We will keep track of milestones for each child and share them with the parent. When the time is right, each child will have the opportunity to move to the next age appropriate level of learning.

PRESCHOOL:

Children are ready to learn at different ages, so we make our curriculum available to any child who is eager to learn between the ages of 2 years up to Kindergarten. Our curriculum is taught daily by our teacher’s during group time and reinforced throughout the day during free exploration and circle times. We never pass up an opportunity to reinforce your child’s learning experience. Your child will be taught basic curriculum such as numbers 1-30, shapes, colors, letters, songs, science, dramatic play, patterns, sorting, storytelling and more.

Along with the basic curriculum, we will teach your child a love for Jesus Christ, respect for others and themselves, sharing skills, following rules, good hygiene and nutrition plus much, much more.

We hope that you as parents will encourage your learner by reading to them nightly, asking about their day, looking at their work they bring home and participating in open houses. We also invite parents to come in and observe their child during the day.

BEFORE AND AFTER SCHOOL:

The objectives of the program are to provide an alternate before and after school environment for children of working parents and for other youth who wish to participate. We provide enriching and educational activities that lead to greater community involvement, particularly for youth who have not had access to this experience. We create and foster positive adult/child interaction and communication. The children are introduced to community responsibility through positive involvement. We utilize a curriculum that introduces youth to a scientific methodology and discovery.

HOURS OF OPERATION

De'Ann's Busy Bees Preschool and Daycare is open from 7:00 am to 6:00 pm Monday through Friday.

HOLIDAYS

De'Ann's Busy Bees Preschool and Daycare will be closed on the following holidays. All holidays will be posted in advance to remind parents that the center will be closed:

New Year's Eve
New Year's Day
Memorial Day Weekend
Good Friday
Easter Weekend
Independence Day
Labor Day Weekend
Thanksgiving
Black Friday
Christmas Eve
Christmas Day
One Week in July

If Christmas falls on a Thursday we will take that Friday off as well. Travel days may be included based on need.

WHEN CAN YOUR CHILD START?

Once all necessary paperwork and enrollment forms have been filled out, your child can start attending. Along with the enrollment forms, parents must present an immunization card for each child attending. Within 30 days of enrollment you will need to obtain a physician's report filled out by your child's doctor. This report must contain the following information: a record of any infections or contagious diseases, a test for

tuberculosis, identification of any special needs. We also encourage you set up a meeting with your child's lead teacher to discuss a learning plan for your child.

All phone numbers where parents can be reached will be needed and a list of emergency contacts. Please let these friends and family know that they will need a picture identification to leave with the child.

CUSTODY ORDERS

According to the law, both parents have equal rights to their child except when parental rights have been modified by a court order. Any custody orders must be ordered and left in the child's file. Verbal orders or other orders cannot be acted upon by any staff member. Custody orders by the court will be followed as written.

NAP TIME

Children who attend a full day program are given a rest period. Children do not have to nap at this time, but are asked to rest quietly. State regulations require that this time be available every day in our schedule. Children who attend a half-day program are not required to rest.

TOYS FROM HOME

Toys from home may only be brought on share day. Please ask your child's teacher what day of the week they will participate in share day. No play guns or war toys, power rangers or any toys that prompt violence. If a toy is special to your child please explain to them it may get broken at daycare. The children will be encouraged to share a toy from home; however, the child has the right to choose to show their ownership and to not share it by placing it in their cubbies. The center is not responsible for the condition or where about of any toy brought to the center.

EQUAL ACCESS POLICY

We offer an equal opportunity daycare and preschool center. De'Ann's Busy Bees strives to provide a multicultural environment to meet the diverse needs of our society. We do not discriminate against any individual based on race, creed, color, national origin, religious affiliation, mental and physical ability, gender, marital status, family situations or economic status.

Within the limits of our license, we make accommodations for children with special needs. Each child entering into our facility will be evaluated but our director and parents during the first interview to see if the child will fit into our existing class structure. Every child is given a two-week probationary adjustment period.

TUITION AND FEES

Tuition is due on the 1st day of each month and late by the 5th. If you choose to pay twice monthly the second payment date is on the 20th and late by the 25th. Payment programs are accepted but must be approved by the director prior to your child's first day of attendance. Monthly payments that are late (5th /25th) will be charged a late fee of 10 dollars per day. If you are late for more than 5 days your care will be terminated

effective immediately. We appreciate your timely payments. There is a 25-dollar registration fee due at the beginning of each new school year.

WITHDRAWING FROM OUR CENTER

When care is no longer needed by our facility we ask that you give us a two-week notice. Situations may arise that do not allow a two-week notice, please discuss this with our director to see if arrangements can be made.

PARENT COMMUNICATION

Please feel free to ask questions about your child, our staff or any other subject you need to have addressed. We are busy caring for many children big and small, but sometimes very important things can become overlooked, your comments and suggestions can only help us. If it is, a confidential matter please set up a time to meet with the director. If family situations arise that may affect the behavior of your child you can speak confidentially to the directors so that we can be prepared for changes.

PARENT AND CHILD'S RIGHTS

Please see License form 613A concerning Personal Rights of your child located in your enrollment package, in addition see licensing form 995 concerning Parent's Rights located in the enrollment packet.

DISCIPLINE POLICY

Our goal is to make sure that all children within our care respect each other and respect our staff, to help prepare them for their future and make our center run effectively.

No corporal punishment or violation of a child's personal rights will be permitted at any time. No physical discipline shall be used by parent while at the facility. No staff member shall verbally abuse, humiliate or use physical discipline on any child. We allow the children to make choices and decisions for themselves. Children will know what is expected of them; however, we never expect any child to behave perfectly. Each child will become aware of reasonable limits within our center.

Our environment is set up to meet the needs of the children. As our teachers work with your children they can help guide your child to make good choices for themselves without interfering or upsetting other children. Our favorite form of discipline is to prevent it. If there is a foreseeable problem, your child will be redirected. Good behavior will always be rewarded; this reward will encourage your child and others to follow that example.

If a situation arises that cannot be redirected we will have your child take a short time without in situations such as hitting or biting another child. If a situation arises that cannot be corrected with redirection or a time out, we will contact a parent to have them come to the facility and meet us to work out the problem.

In the very rare instance that a child refuses to work through a problem with parents and staff present, we will ask that the child be taken from the facility for the safety of other children.

LATE PARENTS

It is extremely important that parents pick up their children as scheduled. De'Ann's Busy Bees will close at 6:00 p.m. and you will be charged 5 dollars for every 15 minutes that you are late after your scheduled hours. This payment is due upon pickup. If you anticipate being late please arrange for a person authorized in your child's file to pick up the child.

SICK AND ABSENT DAYS

When your child is ill, please notify the center as soon as possible. Sick and absent days are charged the same as regular days of attendance.

MEALS AND SNACKS

Breakfast will be served from 7:30 a.m. to 8:00 a.m. if you are scheduled to be there after, please make sure your children have been served breakfast. Snacks are served mid-morning and mid-afternoon. Lunch is served at approximately noon. These are nutritionally balanced meals. You will find menus posted on the parent bulletin board. If your child has any allergies to foods being served at the center it may be necessary for parents to bring alternative meals and provide the center with a doctor note. Please let the director know about any allergies the center should be aware of. There is to be no outside food brought into our facility with the exception of food allergy alternatives. If you would like to bring in something for a birthday please make arrangements with the director.

DOOR SECURITY SAFETY

It is very important for us to keep our facility safe and secure in order to ensure the safety of our students. To help us accomplish this goal we have a door security system that requires a 4-digit key code or authorization from a staff member to enter the building. Please do not give anyone your key code. Unless someone other than the parent or guardian picks up more than once a week they will not be given a code. With the proper identification, they will be allowed into the building.

To exit the facility, you must exit through a door with a magnetic lock that may only be opened by pressing and holding the green EXIT button while opening the door. In order to ensure the safety of your child we must insist that parents do not encourage or allow their child to press the button or open the door. It is in the best interest of your child to make it clear that door handles and the "green" button should only be used by adults.

MEDICATION POLICY

It is a California law that medication can only be administered to your child if it is prescribed by a doctor. The exact dosage must be on the original bottle with the physician's name and phone number. This includes the over the counter medication as well. Medication is considered anything that is used to treat a symptom. This includes things like diaper rash cream and teething tablets. If your child is in need of these things the appropriate paperwork must be filled out. Medication will only be given in accordance to doctor's orders and must be brought in on the day it is to be dispensed and taken home that same day. We cannot store

prescriptions on site. You will need to sign the medication in and sign where it has been given to your child then sign it out.

ILLNESS AND INJURY

When a child arrives, we do a daily health assessment. This is done by observing your child and talking with the parents. If a child has had a temperature, diarrhea or vomiting within the last 24 hours, state regulations state that they may not attend. Children who have pink eye, lice or chicken pox may not be admitted as well.

If your child becomes ill while attending, we place your child in a comfortable area away from the other children where he or she can be supervised. We will contact a parent to pick up the child. If a parent cannot be reached, we will contact other persons listed in your child's file.

Unfortunately, injuries occur when children play. We provide a safe and secure environment for your child in hopes to avoid all injuries. If an accident occurs, that requires medical attention, we have at least one staff member on site at all times who is First Aid and CPR certified. This staff member will be performing emergency actions while another staff member will call for emergency help and notify parents. A staff member will accompany your child in the ambulance if the need should arise.

Minor scrapes and bumps will be treated and a parent will be notified if necessary.

TRANSPORTATION

At this time, we will be doing transportation of children to or from our center.

FIELD TRIPS

We will take field trips throughout the year, parents will be asked to help transport children to and from all field trips. We will need to have on file for each driver a valid driver's license, DMV print out of driving record and proof of insurance. All vehicle safety must be checked, as well as all children must be in proper safety seat restraints.

DISASTER PREPAREDNESS

At the center, we will be conducting fire drills to prepare the children and staff in the event of a real emergency. The children are instructed to go outside and are shown a designated area where they will wait. Once all children and staff are present, we will return to the building and talk about fire safety. In addition to fire drills, earthquakes and other disaster drills are practiced several times per year. Parents will be notified when we have drills so they can reinforce the lesson at home.

CONFIDENTIALITY

All information that is spoken or put in writing is kept confidential. If you prefer you may speak to the director or owner personally. Staff have been notified that all matters are to be kept confidential.

OPEN DOOR POLICY

Parents may come and visit anytime without prior permission or notice during normal operating hours, however the time spent at the site needs to be kept to a minimum. If you want to volunteer you may do so during special events and field trips. We will let you know when these opportunities come available.

VISITOR

All visitors who are not a relative of a child in our care are discouraged from coming into the facility. Anyone who comes into the facility must check in with the director or teacher in charge and must sign in.

The following agencies and employees of these agencies on business calls have unrestricted access in our facility upon presentation of proper identification. Department of Social Service, Law Enforcement agencies, Child Protective Services and Public Health Agencies.

OUR STAFF

De'Ann's Busy Bees Preschool and Daycare takes lengthy steps to select teachers who are qualified, caring individuals who have experience working with children, and college classes pertaining to children. Our teachers have obtained a T.B. test and background checks. They are under direct supervision of our director.

It is against Busy Bees Policy for parents to hire staff members to provide care outside of Busy Bee work hours. This includes school closures and weekends. We expect a level of professionalism from our staff members and cannot guarantee the same quality when they are on not working at our facilities. We understand that school closures are inconvenient but we cannot allow our staff to offer their care services outside of Busy Bees.

SIGN IN AND OUT PROCEDURES

All children entering and leaving our facility must be signed in and out by the responsible authorized adult. A child will never be allowed to leave this facility alone. You must sign your full name, therefore if there is a question as to who picked up a child we would have the entire name.

We also require that parents sign the child in and out at our check out station. This help us keep a better record for accounting purposes.

BE PREPARED FOR THE FIRST DAY

We understand that the first day of preschool is scary and a bit intimidating for children and parents, therefore here are a few things you can do to be ready.

- Bring a set of extra clothing to leave here in case there is in accident. Please make sure the clothing is appropriate for the weather conditions.
- Mark all belongings with your child's name.
- Bring a crib sheet and a blanket to stay at the center for nap time if applicable.

- Bring diapers and wipes.
- A big hug and a wonderful smile. The best way to prevent a long, unhappy goodbye is to prepare your child in advance. Let them know how proud you are that they are going to school and that you will be back after school to get them.

Please feel free to ask De'Ann, Holly, or Brandee any questions you may have concerning the policies and procedures of Busy Bees Preschool and Childcare.

- ***Policies and procedures will be reviewed on a yearly basis.***
- ***One copy will be given for your reference purpose.***
- ***You will be required to sign acknowledging you have read and understand the policies.***

ACKNOWLEDGMENT AND RECIEPT OF PARENT HANDBOOK:

By signing below, I acknowledge that I have read, understand, and agree with all of De'Ann's Busy Bees policies and procedures. I will do my best to uphold and respect them.

Parent/Guardian Name: _____

Date: _____

Parent/Guardian Signature: _____

Initial of Staff: _____