

# Parent Handbook



9725 E 79th St

Tulsa, OK 74133

(Phone) 918-202-3144

e-mail [info.busybeesllc@gmail.com](mailto:info.busybeesllc@gmail.com)

Hours of operation 7:30 am to 6pm M-F

Revised 5.1.2024

# Welcome!

Dear Parents and Guardians,

We are delighted to welcome you and your child to Busy Bees Daycare Center. As you embark on this journey with us, we want to express our heartfelt gratitude for choosing us as your childcare partner. Our commitment is to provide a nurturing, educational, and safe environment where your child can explore, learn, and grow.

At Busy Bees, we believe that every child is a unique individual with boundless potential. Our dedicated team of educators and caregivers is here to support your child's development in all aspects – cognitive, social, emotional, and physical. Through our play-based curriculum, we encourage creativity, curiosity, and a love for learning.

Our philosophy centers around fostering a sense of belonging and building strong foundations for future success. We are not just a daycare; we are a close-knit community where each child is cherished, celebrated, and empowered to reach for the stars.

In this Parent Handbook, you will find a wealth of information about our programs, policies, and procedures. We invite you to read through these pages to gain a deeper understanding of our approach, values, and the resources we offer to support you and your child.

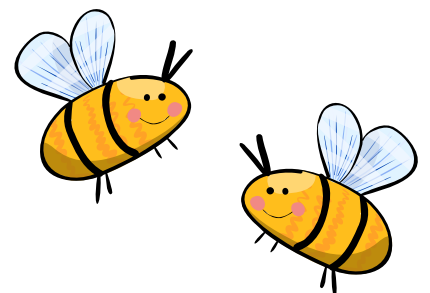
We understand that entrusting your child's care to others is a significant decision, and we take this responsibility to heart. Our commitment to you is to create a loving and engaging environment where your child can flourish, where open communication is valued, and where you feel confident and informed every step of the way.

As we embark on this exciting journey together, please know that your input, questions, and feedback are always welcome. We consider ourselves partners in your child's growth, and we look forward to building a strong and positive relationship with your family.

Thank you for choosing Busy Bees Daycare Center. We are honored to be a part of your child's educational and developmental journey, and we can't wait to see the incredible achievements that lie ahead.

Warmest Regards,

*Busy Bees Team*





# Our Philosophy

At Busy Bees Daycare Center, we are dedicated to providing a nurturing and enriching environment grounded in Developmentally Appropriate Practice (DAP). Our philosophy is centered on the belief that every child deserves a learning experience that is tailored to their individual developmental stage, interests, and needs.

We recognize that each child grows and learns at their own pace, and our approach is designed to support this unique journey. Our daily schedule is thoughtfully structured to offer a balance of predictable routines and flexible, child-centered activities. We provide a safe and stimulating environment where children are encouraged to explore, inquire, and engage in meaningful interactions with their peers and caregivers.

Our program integrates circle time as a key component of our daily routine. During circle time, children participate in group discussions, songs, stories, and interactive activities that foster social skills, language development, and cognitive growth. This time also serves as an opportunity to introduce new concepts and themes in an engaging and developmentally appropriate manner.

We believe in creating a supportive atmosphere where children's individual needs are respected and their diverse backgrounds are valued. By building strong, positive relationships with families, we work collaboratively to support each child's development and well-being. Our goal is to create a warm, inclusive community that empowers children to become confident, curious, and compassionate learners.

Through our commitment to Developmentally Appropriate Practice, we strive to ensure that every child at Busy Bees Daycare Center, experiences a joyful and meaningful early childhood education, laying the foundation for a lifetime of learning and growth."

# Table of Contents

Our Fundamental Principle.....	4	Conferences .....	15
Admission .....	4	Parent Visits .....	15
Application Process .....	4	Bulletin Board .....	15
Enrollment Forms .....	4	Newsletter .....	15
Financial Agreement .....	4	Daily Reports .....	16
Tuition & Fees .....	5	Open door Policy .....	16
Mult Family Discount .....	5	Special Guidelines .....	16
DHS Subsidy Co-payments .....	6	Late Arrival or Absent .....	16
Return Checks .....	6	Clothing.....	16
Late Pick Up Fees .....	6	Personal Belongings (Toys from home).....	17
Security .....	7	Video & Television Policy .....	17
Checking In & Out.....	7	Van Transportation .....	17
Checking In .....	7	Seat Belts .....	17
Checking Out .....	7	Field Trips and Special Activities .....	17
Visitor Policy .....	7	Child Abuse .....	17
Procedure for identifying children .....	8	Discipline .....	18
Emergencies .....	8	Redirection .....	18
Health & Safety .....	9	Logical Consequences .....	18
Immunization .....	9	Modeling .....	18
Inclement Weather Policy .....	10	Aggressive behavior/Biting 19-20	
Emergency Policy .....	10	Center Policies .....	21
Hand Washing.....	10	Notification of withdraws .....	21
Sanitation & Hygiene.....	10	Termination of Employment by facility.....	21
Illness .....	11	Smoking.....	21
Medication .....	11	Concealed Weapons .....	21
Meals.....	12	Discrimination .....	21
Allergies.....	12	Staff .....	22
Routines.....	13	Training .....	22
Meals/ Eating.....	13	Staff Training .....	22
Infant/Toddler Meals.....	14	Director Training .....	23
Menus/Special Diets.....	14	Staff Orientation .....	22
Diapering & Toilet Training.....	14	Substitute Staff .....	23
Naps.....	13	Parent Conflict Resolution .....	23
Family Vacation Days .....	14	Licensing & Compliance .....	
Staying In Touch .....	15	i.....	23
Parent Communication .....	15	Confidentiality .....	23

# Fundamental Principals

Our educational objectives are based on the belief that children learn through play. As they interact socially and physically they make new discoveries which are interpreted with words and sentences.

## **Admissions**

### **Application Process**

Admission to Busy Bees Daycare Center is based on a first come first serve basis, but special consideration is given to parents who already have children enrolled in the center. Busy Bees Daycare Center is open to all children regardless of race, color, creed or religion. If a class is full, the child's name will be placed on a waiting list. When an opening occurs, parents on the waiting list will be contacted in the order in which they were placed on the list. Busy Bees Daycare Center reserves the right to enroll or dis-enroll any child.

### **Enrollment Forms**

In accordance with Oklahoma State Licensing Requirements, the parent or guardian must submit immunization records, a list of special health needs (allergies, asthma, long term medications, or other medical conditions) and the name, address and telephone number of the child's physician. All parents must complete the enrollment packet containing emergency information, their home address, and other pertinent information before leaving their child. Failure to do so may result in the child's enrollment being denied.

### **Financial Agreement**

Parents must also complete and sign the financial agreement showing that they have been informed and understand Busy Bees Daycare Center's financial policies and sign a payment contract.

### **Tuition and Fees**

Like every other business, Busy Bees Daycare Center LLC. operates on a budget. Our policy of tuition and fees enables us to budget for the center based on receiving payments on time. Otherwise it becomes very difficult to make purchases and pay salaries – absolute requirements for our academics to run smoothly, meet your expectations and support your child.

## **Tuition**

Tuition is due regardless of attendance. This applies to private pay and DHS parents that exceed their number of days in attendance for DHS to pay for absent days for the month.

Please refer to enrollment application.

There is a \$60.00 non-refundable enrollment for the first child and \$30.00 non-refundable fee per additional child due at the time of enrollment, and is due every year during the month of August.

Tuition is due and payable the Friday before your child's first program day of each week by 6:00pm. A delinquency fee is charged in the amount of \$25 per day. Tuition consists of 10 hours per day for private pay students. If your child has a birthday and it now qualifies you for a lower tuition rate. The tuition rate will be adjusted for the week after the week after your child's birthday. For DHS clients the number of hours allotted by your individual case manager not to exceed 8 hours per day.

All tuition is due regardless of attendance. All children not in attendance for one week with tuition unpaid will be considered dropped from enrollment and will be replaced with someone from the waiting list.

We accept payments in the form of a cashier's check, money order, personal check, cash and credit cards. Busy Bees Daycare Center provides receipts for payments made for childcare, if you need a tax statement at the end of the year one will be provided to you.

If you have a problem with your payment, please talk to one of the directors. We will make every effort to be helpful. In special circumstances, we may request that you do not bring your child to Busy Bees Daycare Center until payment can be made. If your payments are not received within a reasonable time, it will be necessary for us to turn your account over to a collection agency.

Tuition is based on the contracted price and not attendance. Rates are subject to change within the year, and a 30-day notice will be given. Tuition will be required weekly regardless of the daycare closing due to the following reasons. In addition, no refund or credit will be given due to: state and/or federal emergencies/disasters that result in school losing, weather emergencies of any nature that result in school closing, aka acts of God, snow days, teacher walkouts, illnesses, vacations, any, and all emergencies that close the daycare that is of no fault to the provider and any days missed due to the child being suspended from the program due to behavior. If you choose to pull your child due to the closing for any of the reasons stated above, you will be required to pay a full 15 days of tuition regardless of whether or not the child can attend during those 15 days.

## **Multi Family Discounts**

Families with two or more children in the same household will receive a multi family discount of 5% off if their children are in attendance for the entire calendar year. Families that have children in attendance for the school year or summer vacation only will not be eligible for the multi family discount.

## DHS Subsidy Co-Payments & Monthly Recurring charges

Co-payments & monthly recurring charges for all DHS subsidy recipients are due on the 1st day of every month. If the co-payment is not paid on the 1st day of the month there will be a \$25.00 late fee per day. If the first falls on a Saturday, Sunday or Holiday the co-payment is due on the last working day before the upcoming month.

Example: January 1st is a holiday therefore; the co-payment would be due December 31st unless it is a holiday and in that case would be due the last business day of the month.

For all DHS clients we only accept Week 5 contracts. This means that you must be approved from DHS for 5 days of child care per week. We do not accept part time for any child 5 years of age or younger. We do not promote parents swiping their cards on days that their child was not in attendance. We are a full time only program and your child must attend a minimum of 4 hours and 1 minute per day with only 5 days of absences per month.

### Returned Checks

In the event that your check is returned to Busy Bees Daycare Center for non-payment, we will make a second attempt to collect from your checking account. If the check is still unable to be paid there will be a \$30.00 return check fee applied and payment will need to be made by a cashier's check, money order or cash including the \$30.00 before your child can return to the center. If there are repeated instances of returned check, you may be required to pay with a cashier's check, money order or cash payment on an ongoing basis.

### Late Pick-Up Fee

Children become upset when parents are late picking them up. Additionally, when you are late, Busy Bees Daycare Center faces staffing and licensing issues. As a result, we charge a late pick-up fee per child, which is \$3.00 for every minute past your 8-hour childcare maximum per child. All children enrolled in the must be picked up by 6pm, after 6pm late fees will be assessed.

For example: If you arrive at 6:10 p.m. there will be a \$30.00 late fee. Our standard late fee is \$3.00 per minute late per child.

If you are receiving DHS subsidy and your allotted time is until 3:00 p.m. and you arrive at 3:05 p.m. there will be a late fee of \$18.00 which is \$3.00 per minute.

The late fee will have to be paid before your child attends the center on the next business day.

**\*\*\* We reserve the right to change tuition rates with a prior 30 day notice posted in the lobby of the center.**

## **Security**

### **Checking In and Out**

We believe strongly in the importance of security for you, your child and our staff. Busy Bees Daycare Center directors keep an updated file of names, addresses and phone numbers of people authorized to pick up children in case of an emergency. No child is released without proper authorizations.

### **Checking In**

Every time you arrive at Busy Bees Daycare Center, your child must be checked in on the Child Care Seer System. If you do not have your Child Care Seer System login to check your child in, your child will not be admitted for child care.

These records are licensing requirements. They also provide up-to-the-minute attendance lists for our teachers and directors. Once you have checked your child in, make sure you escort him or her to the classroom and inform the teacher that your child is present.

### **Checking Out**

As mentioned above, the directors keep an updated file of names, addresses and phone numbers of the people you have authorized to pick up your child in case of an emergency. Anyone picking up your child must show proper identification, such as a driver's license, before we will release your child. That person must then check your child out on the Child Care Seer System to sign them out. It is Busy Bees Daycare Center policy that no one under sixteen years of age (except those who are a child's parents) is permitted to pick up a child at Busy Bees Daycare Center.

In special circumstances, it is important that you indicate on your enrollment form that the custodial parent is and who may pick up your child. The parent with custody is required to provide a copy of the divorce decree or custody agreement, which will be kept in your child's confidential file.

### **Visitor Policy**

All visitors to our center are greeted and asked to sign the visitor log and state the purpose of their visit. To ensure the security of the children, teachers, and the directors, picture identification is required from all unfamiliar visitors. Visitors are never left alone in the center. If a visitor is listed as an authorized person to pick up a child, the visitor must still show picture identification if he/she is not known by the directors and/or staff. All visitors must remain in the entry area unless given director approval.



# Procedure for identifying Children

The safety and well being of your child is very important to us at Busy Bees Daycare Center. To ensure that all children are accounted for at all times; the Busy Bees Daycare Center staff marks each child present on the class attendance when a child arrives. Head counts and roll is taken at major transition times throughout the day. After playground time a Busy Bees Daycare Center staff member will walk the playground to ensure that all the children have entered the building. Busy Bees Daycare Center staff takes roll during Emergency evacuation drill when each class has reached their destination.

## Emergencies

As a safety measure, Busy Bees Daycare Center keeps a file of people authorized to pick up each child in case of an emergency. The file is based on the information you provide on the enrollment forms. Notify the directors in writing of any changes, as children will not be released without proper authorization.

If a fire, severe weather or other emergency occurs, it is crucial that children respond in a safe and orderly fashion. Children participate in regular drills and practices so they will know what to do in the case of an actual emergency. Emergency procedures are posted in every classroom. Feel free to discuss them with the directors. If an emergency affects the center we will notify you.

In case of severe injury or acute illness, first-aid treatment will immediately begin and if warranted, the child will be transported to the following Hospital:

Saint Francis Children's Hospital  
6161 S Yale Ave  
Tulsa, OK 74136  
(918) 502-6000

At the same time Busy Bees Daycare Center is making arrangements to take the child to the hospital, a parent or guardian will be notified and advised of the circumstances. If the parent or guardian cannot be reached, a person on the emergency list of the enrollment application will be notified. A staff member will accompany the child to the emergency room and will remain until the parent or guardian arrives and is informed of the situation.

NOTE: If away from Busy Bees Daycare Center when an injury occurs, the child will be transported to the nearest medical facility. All other procedures will remain the same.

## Threatening Incidents

**In the event of a threatening incident we have safety measures in place for various incidents, such as bomb threat, chemical spill, fire, flood, food poisoning, power outage, tornado water loss or contamination Incident/Accident Reports**

We take precautions to prevent childhood accidents. However, as children begin testing their limitations, accidents sometimes happen. In the event your child suffers an injury at Busy Bees Daycare Center we will provide a written report of all accidents and incidents, minor or major, this report will be given to the Director for his/her awareness. A copy, signed by the staff member, parent and Director, will be kept in the child's individual file folder.

## Parent Responsibility

Parents are responsible for any cost associated with medical treatment for their child.

## Teachers and Staff

Our teachers are experienced professionals, trained to guide your child's development and education. To maintain that high level of professionalism, Busy Bees Daycare Center provides regular ongoing training for all our teachers. In every classroom, teachers direct your young child's days of educational play and learning. School-age kids also receive guidance and support before and after school. Teachers are your primary partners in leading your child to an independent, self-confident, creative and inquisitive appreciation of the world.

Qualified caregivers must meet all requirements set by Oklahoma Child Care Licensing guidelines.

At Busy Bees Daycare Center, the ratio of teachers and staff to children meets the licensing requirements of the state. Your child benefits from the relationships that such closeness provides. Our classrooms are designed so that each staff member is able to see the entire classroom wherever they may be standing in the room. This allows for our staff to have ample supervision of all the children in their care at all times.

At Busy Bees Daycare Center you can be as involved as you want to be. However, no matter what your involvement level is, you can look forward to regular conversations and conferences with your child's teachers and the directors.

## Health and Safety

### Immunization

It is very important that immunizations are kept up-to-date and it is the parents' responsibility to provide updated records to the center. Periodic checks are made by management and the city/county Health Inspector to ensure that each child's immunizations are current. Failure to do so may result in the child being denied access to the center.

## **Inclement Weather Policy**

Outdoor classroom is an important part of your child's day at Busy Bees Daycare Center. It is our policy for all children to participate in outdoor activities on a daily basis, weather permitting. Parents, please dress your child accordingly. In the event of inclement or excessively hot weather, the outdoor classroom will be limited to 10 minutes for toddlers and 15 minutes for preschool children and school-age kids.

Busy Bees Daycare Center will apply sunscreen and insect repellent as directed and supplied by the parents. Written authorization by the parent or guardian and instructions for applying the sunscreen and insect repellent is required. Remember to label your child's sunscreen and insect repellent with their first and last name. If you choose not to bring sunscreen or bug repellent you run the risk of your child having a sunburn or insect bites.

If a severe storm or tornado alert is activated, all children will go to an assigned location in the building. If children are in a van, the driver will stop the van and have the children take cover on the ground.

In the event that weather is severe enough for Busy Bees Daycare Center LLC. to close we will attempt to contact each family by phone and notify them of our closing. We will also put a message on the center's Child Care Seer Communication App, of the closing and report it to the local news stations. In the event of inclement weather tuition is due still due for the full week no exceptions.

## **Emergency Policy**

In case of a natural disaster Busy Bees Daycare Center LLC. will turn to the news and do what the President of the United States of America instructs us to do.

In case of a fire or tornado Busy Bees Daycare Center LLC, the staff and children at Busy Bees Daycare Center LLC. will be in the storm shelter on site.

## **Hand washing**

Preventing the spread of illness is a priority at Busy Bees Daycare Center LLC. Two factors that have a big impact are hand washing and keeping sick children separated from other children. While practicing these procedures can sometimes be an inconvenience, preventing the spread of germs is step one in keeping kids healthy.

We take hand washing very seriously. Our center is a well center and we take precautions to make sure that our students and staff stay healthy. Hand washing is required, upon entering the facility, before and after meals and snacks, before and after a food service activity, after toileting, after handling any animals, after and contact with bodily fluids, wiping noses, playing in sand and water tables etc.. Each child is required to wash their hands with liquid soap and warm water. We ask that parents also clean their own hands when entering or exiting the building.

## **Illness**

Busy Bees Daycare Center LLC is not licensed to provide childcare for children who are ill.

If your child has had a fever in the past 24 hours, a constant cough, is vomiting, has a rash, recurrent diarrhea, or symptoms of communicable disease like measles or chickenpox, we ask that you keep your child home. If he or she has symptoms such as wheezing, nasal discharge or sneezing severe enough to indicate that your child should not attend a group child care setting, please keep your child at home. If your child was sent home ill with any symptoms listed above or made aware to you by the Directors or staff at Busy Bees Daycare Center LLC, your child cannot be readmitted into child care for a minimum of one full business day.

If your child were to be exposed to a communicable childhood disease, you would want to know right away. For that reason, please tell us if your child has been exposed to or diagnosed with a communicable disease so we can alert the other parents. If your child becomes ill while at Busy Bees Daycare Center, we will contact you to pick up your child immediately. "Illness" as defined by the state of Oklahoma.

Children who have been ill may not return to the center until they are no longer contagious and are ready to participate in the full program, including outdoor play. A statement from the child's physician may be required stating that they are free of a contagious illness.

All children that are ill will be isolated from the well group and stay in the office until their parent or guardian comes to pick them up from Busy Bees Daycare Center LLC.

## **Sanitation/Hygiene**

Our center practices the development and application of sanitary measures for the sake of cleanliness, protecting health and disposal of sewage and solid waste.

## **Medication**

In order to allow management to control and monitor medications they will be given at 8 a.m., 12 noon, and 4 p.m. Parents are asked to adjust the doses given at home to correspond with these times.

Before Busy Bees Daycare Center can give prescription or non-prescription medication to your child, we must have written authorization from you. We will ask for your authorization each week for as long as your child needs the medicine.

If you need to send a prescription medication to school, it must be in the original, pharmacy-labeled container with your child's name, type of medication, side effects, date, and amount of time of the dosage. Hand it directly to one of the center directors or your child's teacher. Please do not allow your child to carry medicine in a pocket or leave it in a diaper bag or

a book bag. It's a good idea to ask your pediatrician if the medication can be given in the morning or evening so that you can avoid bringing it to the center.

If your child's over the counter medication varies from the recommended dosage, a doctor's written authorization may be needed for us to comply with the states licensing requirements.

## **Allergies**

If your child has any allergy issue, please talk to your child's teacher and the directors so we can take the right precautions.

## **Routines**

### **Meals/Eating**

Busy Bees Daycare Center employs a full-time cook who prepares balanced meals and snacks. Parents are asked not to bring in food from outside (with the exception of formula and baby food in its original store bought packaging). If the child misses a meal and/or is eating something other than what is being served, they must finish eating before coming into the center.

Breakfast 8:30 a.m. to 9:30 a.m.

Lunch 12:00 a.m. until approximately 1:00 p.m.

Afternoon snack is served from approximately 3:15 p.m. to 4:30 p.m.

If your child is not attendance before 9:30 a.m. you will need to provide breakfast for your child before dropping them off at the center. We do not serve breakfast after 9:30 a.m. and do not allow children to enter the center with food, please make sure they eat all of their food before entering the center. We do not allow outside food or drinks.

### **Infant /Toddler Meals**

Parents are expected to provide appropriate foods/formula for infants/toddlers unable to eat the regular food served by the center. Parents are asked to label all bottles and jars with their child's name. All infants are individually bottle fed.

### **Menus/Special Diets**

The menu is planned to include a variety of foods and to meet nutritional requirements. Children are encouraged to try each food and develop a liking for a wide variety of foods. Children who due to medical or religious reasons require a specific diet can be accommodated if parents will discuss the dietary needs/restrictions with the Director. In the case of special diets, parents may be asked to supplement the meals being provided by Busy Bees Daycare Center.

## **Diapering and Toilet Training**

Busy Bees Daycare Center requires parents to supply the center with diapers and wipes for their child. Teachers will notify them when they are running low. The children's diapers are changed as needed and are checked at least every 1 ½ hours to 2 hours. This schedule includes time for toileting and self-help skills. The teachers encourage and help children to become independent and competent in toileting, hand washing, personal hygiene and dressing.

Busy Bees Daycare Center will work in conjunction with the parents on toilet training your child. Toilet training will not be attempted with children under the age of 18 months. At 30 months if your child is not toilet trained there will be an additional \$30.00 per month fee. Children are never punished or forced when toilet training. At 36 months if your child is not toilet trained there will be an additional \$30.00 per week toilet training fee. Due every Monday by 6pm. Diapering procedure guidelines are used when cleaning up a toileting accident. Parents are asked to supply extra changes of clothing for those children being toilet trained.

## **Naps**

### **Preschool Children**

Children in Pre-K classes and younger have at least an hour and thirty minutes to two hours rest period each day. The children sleep on cots that are covered with sheets. Each child has their own cot marked with their name so they sleep on the same cot every day. The sheets are laundered weekly and cots are sterilized on a weekly basis and after any potty accident. The lights are turned off and soft music may be played to help with relaxation. Teachers help children to relax by rubbing or patting backs and tucking children in. Sleep is encouraged but not required, and those children who are awake after the rest period may get up and quietly play inside.

### **Infants/Toddlers**

All infants are placed to sleep on their backs only. Infants' sleeping patterns are determined by the individual child. Toddlers take a nap for two hours to two hours and thirty minutes during a typical day. The schedule for these age groups will usually be determined by the child's needs, and may be adjusted for various reasons. Infants sleep in cribs labeled with their name. Sheets are changed daily and mattresses sanitized at least once a day. Toddlers sleep on toddler cots labeled with their name. Sheets are laundered weekly and cots are sterilized on a regular basis.

## Facility Closing

### Holidays

Busy Bees is a 12-month program which operates Monday-Friday from 7:30 a.m. until 6:00pm. The center is closed on the following holidays 2024-2025:

New Years Day

Memorial Day

June 6 2025: Teacher Planning and Training

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

When these holidays fall on a Saturday, we close on Friday. If the holiday falls on a Sunday, we are closed on Monday, this includes the New Years Eve observation. Holidays are not exempt from your child's regular scheduled weekly tuition.

### Family Vacation Days

To accommodate our families' changing schedules, Busy Bees Daycare Center has developed parent vacation days.

If you enroll your child in our five-day a week program, after 12 months, you receive five (5) family vacation days. If you enroll your child in less than a five day a week program, after 12 months you receive three (3) family vacation days. Family vacation days have no cash value. Family vacation days are equal to one of your child's regular scheduled programs. Family vacation days must be used in consecutive order. All five days or all three days must be used at the same time.

If you drop your child from Busy Bees Daycare Center and re-enroll your child at a later date in the same academic year, your family vacation days are tracked as if you never left. Family vacation days do not carry over from year to year. All flex days must be used during the academic school year, September 1st – August 31st and annual enrollment fees must be paid before you are eligible to renew your family vacation days.

## **Staying in Touch**

### **Parent Communication**

It is our policy that we provide a daily report to parents of infants, through 5 year old. Your child's teacher will provide this daily-happenings report at the time of pick-up.

There are many other parent communication tools that will help you stay informed about your child's classroom and education. You are your child's first teacher; therefore open communication is vital to your child's experience at Busy Bees Daycare Center.

Knowing what your child is doing during the day helps you reinforce and encourage the same topics and activities at home. This kind of consistency helps your child become an active enthusiastic learner.

### **Conferences**

Busy Bees Daycare Center has quarterly conferences with the parents of all our students. When quarterly conferences are scheduled there will be a notice posted in the lobby and your child's teacher will schedule a time for you. Each classroom will have their parent teacher conferences on a different day.

### **Parent Visits**

Parent drop off will be at the entry door where children will be accompanied by a teacher or staff member. Parents are not allowed in classrooms during care hours. Events will be hosted during the year to allow parents to get to know teachers and staff. Tours will be given when children are not on the premises. This is for the safety of children and staff. Parents may fill out a volunteer form to enter during center hours.

### **Bulletin Board**

A large bulletin board is located in the entrance/reception area. Information of interest to parents and notices of daily and weekly events will be posted there.

### **Newsletter**

Every month a newsletter is prepared by the staff for the parents in the office. It will include general information about Busy Bees Daycare Center, the program, tips on parenting and special notices. In addition, it may include a section of information about individual classes.



## Daily Reports

Daily reports will be completed for children ages 5 and younger. This is a method of keeping parents informed about their children's daily activities. These reports provide a summary of information regarding eating, sleeping, play and learning activities. Information related to toileting will be provided on infants and toddlers.

## Open Door Policy

At Busy Bees Daycare Center we strive to stay in contact with parents regularly, therefore, we have an open door policy that allows the parents to come in at any time. We encourage the parents to come by and visit with the teachers and staff of our center.

## Late Arrival or Absent

Doors will open at 7:30 and our free play ends at 8:30. If your child is going to be arriving late or absent we would appreciate it if you would notify us in advance the day prior to the late arrival or absence. Please make sure your child has had a good breakfast at home if they come after 8:30.am

No Late Drop-Offs after 9:15 am: Special circumstances must acquire director approval

## Clothing

Dress for fun! Busy Bees Daycare Center is filled with all types of hands-on learning. Children should wear simple, washable clothing and comfortable close toed shoes. Since our classroom extends outdoors, please dress your child appropriately for the weather, when needed include a hat and gloves for outerwear. We recommend that girls with dresses or skirts wear shorts underneath.

Each child is required to have an additional change of clothing at the center including pants, shirt, socks and underwear. Make sure all clothing is labeled, including jackets, coats, hats, and gloves.

Girls' Hair Beads Policy: For the safety of our younger students, we kindly request that girls under the age of 3 do not wear beads in their hair. For those aged 3 and older, if beads are not secured, we reserve the right to ask for their removal due to safety concerns.

Children are not permitted to wear open toe shoes due to safety issues. Please have children in tennis shoes or closed toe sandals like the examples below:



## Personal Belongings (Toys from home)

Busy Bees Daycare Center has been approved by Oklahoma licensing and has enough equipment for each child. We would like the children to utilize the equipment provided to them and not bring items from home this includes but is not limited to toys, art supplies, books, and electronic devices.

## Video and Television Policy

Video and television viewing is not a routine part of a child's day at Busy Bees Daycare Center but occasionally may be beneficial to the overall curriculum and the child's educational development. Only G-Rated videos are shown and do not contain stereotypical or violent subject matter. Children are supervised at all times and alternate activity is available for those children who choose not to watch the program.

## Van Transportation

### Seat Belts

All Children are required to wear seat belts while riding in a Busy Bees Daycare Center vehicle. Children five years of age or younger are required to ride in a booster seat.

## Field Trips and Special Activities

Field trips and special activities are a wonderful addition to a child's development. Prior to any field trip we must have a written authorization from the parent to attend the field trip. The field trip authorization has been provided with the enrollment packet and is a blanket authorization for all field trips scheduled by Busy Bees Daycare Center. To ensure the safety of your child field trips are limited to children 3 years of age or older. In the event that your child was late the parent may transport the child to the site or your child will join the class closest to their age group at the center. In the summer months there will be weekly permission slips to be signed for all field trips during that current week. All children between the ages of 4 years and 5 years are required to ride in a car seat or a booster seat. During field trips the parent will be responsible for providing their child(s) personal booster seat if they would like for their child to attend the field trip. The safety seat will be returned to the parent upon pickup.

## Child Abuse

Oklahoma Law defines child abuse as harm or threatened harm to a child's health or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual or neglect.

We are required by law and will report any instances of child abuse.

## **Discipline**

Busy Bees Daycare Center does not believe in corporal punishment as a means for discipline. Instead we will use positive means of guidance that will give your child a meaningful understanding of the three golden rules: Be kind to yourself, be kind to others, and be kind to your school.

## **Redirection**

We strive to foresee and prevent possible problems before they occur; to redirect your child to a more appropriate activity and prevent the behavior they are exhibiting. We restate the broken rule in a positive manner and use logical consequences when necessary; to give a fair warning about consequences that might occur if the misbehavior continues. Occasionally, we may use a quiet, private talk with the child or a time-out. Time-outs last no longer than one minute for each year of the child's age.

If your child is experiencing a change in his or her home environment that may affect their behavior, please inform their teacher so that we can better help your child through the situation and notify you of any problems we observe.

## **Logical Consequences**

Teachers enforce rules with consequences that are immediate, consistent, and logical. Guidance is enforced on the spot, rules are repeated frequently, and the consequences fit the situation. For example, if a child cannot stop throwing blocks, they must find another area in which to play.

The child is reminded about the consequence if the child continues to misbehave (“Remember, I asked you to stop throwing the blocks. You’re still throwing the blocks. Now I need you to find another place to play. If you cannot decide, I will give you a choice of places.”)

## **Modeling**

The teacher demonstrates, through his/her behavior, the correct use of materials. For example, teachers wash their hands before snack so children will see the correct behavior.

Teachers praise a child's appropriate behavior. (“You did a nice job of putting the blocks away” or “Thank you for waiting your turn, now everyone will have a chance to play.”)

## AGGRESSIVE BEHAVIORS

Hitting, pushing, shoving, etc., are all developmentally normal parts of early childhood that we deal with regularly, and we follow the discipline policy outlined above in this handbook. Children may go through stages where they become more aggressive. These aggressive stages can include biting, scratching, and hitting. We define aggressive behavior as acts that injure another child. While these stages are developmentally normal, they are strongly disapproved. We work very hard to extinguish these behaviors, but in a group care environment, the children's well-being is our priority. It must take precedence over our personal feelings for a child or family. We will also consider the cause of aggression in certain situations. If another child is the constant cause of the aggression, that child may be terminated if you and the teachers cannot get the behavior to stop what is causing the aggressive behavior from another child.

**For acts of aggression, we will follow the following steps:**

### **When Biting/pushing / Aggressive Behavior Does Occur:**

Our staff strongly disapproves of biting/pushing. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

### **For the child that was bitten/pushed/ or hurt in any way:**

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Incident Report" form is filled out documenting the incident.

### **For the child that bit/pushed/ or displayed other aggression:**

1. The teacher will firmly tell the child, We do not bite/push. And ask them to check in with the child who was hurt.
2. The child will discuss with a teacher how the other child may feel and what other ways there are to deal with their frustration.
3. The parents are notified. The "Incident Report" is filled out documenting the incident.

### **Moving forward:**

The child will be shadowed to help prevent any biting/pushing incidents. The child will be observed by the teachers to determine what is causing the child to bite (teething, communication, frustration, etc.) The child will be given positive attention and approval for positive behavior.

**When biting/pushing continues:**

1. If a child inflicts 2 bites/pushes or any acts of aggression causing physical harm in a one week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 2 bites/pushes or any acts of aggression causing physical harm in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be asked to take a one week break from the school.
3. If the child again inflicts 2 bites/pushes or any acts of aggression causing physical harm in a one week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.

If a child, who has been through step 1 and 2 and then goes 3 weeks (15 days of school attendance) without biting/pushes, we will go back to step one if the child bites/pushes again. If a child bites/pushes twice in a 1 hour period, the child will be required to be picked up from preschool for the remainder of the day.

Fourth act: Childcare will be terminated.

By signing below, I agree that I understand and will abide by the behavior contract and the aggressive behavior contract as long as my child is enrolled in Busy Bees Daycare Center.

Aggression toward others and "not listening" are two of the biggest challenges in childcare settings. Safety is of primary importance in child care. Intervention is needed when the safety of children and teachers is threatened because of children who hurt others or have trouble following rules.

\_\_\_\_\_

Guardian Signature	Date
--------------------	------

\_\_\_\_\_

Guardian Signature	Date
--------------------	------

## **Center Policies**

### **Notification if a Child is withdrawn**

Busy Bees Daycare Center requests a two-week notice should you decide to withdrawal your child from Busy Bees Daycare Center. If a two week notice is not provided in lieu of the two week notice the parent or guardian will be responsible for the full child care fee for the last weeks since the child was withdrawn without a two-week notice. If the two weeks is not paid within 5 days of your child or children being withdrawn collection action will be taken.

Any child withdrawn for less than 30 days and wishes to re-enroll will be charged a \$200.00 enrollment fee per child.

### **GROSS MISCONDUCT & TERMINATION:**

We will communicate to you immediately if your child is frequently and deliberately causing harm to himself or others and/or is frequently and intentionally destructive or any behaviors/actions that are unsafe for care to continue. This behavior will not be allowed, immediate termination will ensue if the behavior persists after parents have been informed of the first unsafe concern.

Threatening behavior, profanity, etc., from a parent, guardian, or pick-up person is grounds for immediate termination. All initial payments made will NOT be refunded. Busy Bees Daycare Center can terminate care at any time with or without notice and with or without cause

### **Smoking/ Prohibited Substances**

Oklahoma Childcare licensing regulations prohibit smoking and any illegal substances in all childcare centers. Busy Bees Daycare Center will enforce this law.

### **Concealed Weapons**

Busy Bees Daycare Center prohibits the carrying of concealed weapons by anyone other than law enforcement officers inside any of their center locations.

### **Discrimination**

In accordance with Federal Laws this institution is prohibited from discrimination on the basis of race, color, national origin, sex, and age, or disability.

## **Staff**

### **Training**

Training for childcare providers is defined as providing the opportunity to increase knowledge and working skills through workshops, formal training, audio visual aids (filmstrips, cassette tapes, slide presentation, ect.), consultant presentations and individual job-related readings.

### **Staff Training Hours**

Each person who is counted toward meeting the staff-child ratio shall obtain 30 clock hours in the first year and twenty four clock hours of training per employment year after the first year that is relevant to job responsibilities.

### **Director Training Hours**

The Director shall obtain twenty clock hours of training or instruction per employment year from a Department approved source such as professional conferences or from an accredited college, university, or vocational program.

### **Staff Orientation**

- Upon employment, each staff member is provided training in:
- Infection control/injury prevention
- Handling common childhood emergencies, including choking
- Center policies, procedures, and programs
- Requirements for Day Care Centers
- The employee assigned duties and responsibilities
- Emergency procedures/First Aid
- Mandatory reporting of suspected child abuse
- Any special health, nutritional, or developmental needs of children assigned to the caregiver
- Confidentiality of information regarding child and their families
- Child arrival and departure procedures
- Identifying and handling a sick child
- Discipline and guidance plan
- Equipment and its availability to the children
- Routines, including outside and rest/nap times
- Meals and snacks
- Guidance for toileting

## **Substitute Staff**

In the absence of regular staff, substitute staff, such as the cook or other program personnel may be used. All substitute staff meet licensing requirements.

## **Volunteer Staff**

Volunteer staff is not counted in our child staff ratio. We allow volunteers starting at age 16 years. All volunteers must have a criminal background before starting their volunteer work.

## **Parent Conflict Resolution**

In the event that there is a conflict Busy Bees Daycare Center LLC policy is for the parent to notify the supervising teacher. The supervising teacher will try to resolve the problem to the client's satisfaction. If the parent is not satisfied with the resolution that is attempted by the supervising teacher, the next step to go to the director of the center. We will work with the client to resolve the problem as amicably as possible.

## **Licensing & Compliance**

Busy Bees Daycare Center LLC follows Oklahoma State licensing guidelines. Our child care center monitoring reports are located in the office and available upon your request. These monitoring reports are conducted by the State of Oklahoma.

## **Confidentiality**

Please note, child and parent information are always handled with extreme confidentiality. Confidentiality is used when information is shared with the Director or staff members. Staff will also share information with the Director for the safety and well-being of the child.

Signing below I confirm I have read and agreed to abide by all policies listed from page 1-23

Signature Guardian 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Guardian 2: \_\_\_\_\_ Date: \_\_\_\_\_