



BUSY BEES  
LEARNING CENTER, LLC  
PARENT HANDBOOK

BUSY BEES LEARNING CENTER, LLC

841 Route 32 Suite 12

Franklin, CT 06254

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## **GENERAL INFORMATION**

Legal Name: Busy Bees Learning Center, LLC

Address: Busy Bees Learning Center, LLC  
841 Route 32 Suite 12  
Franklin, CT 06254

Phone Number: 860-642-8064

Email Address: [chovey16@AOL.com](mailto:chovey16@AOL.com)

Hours of Operation: Monday through Friday 6:30am-5:30pm

## **OUR PHILOSOPHY**

Busy Bees Learning Center's philosophy is that children learn best by doing. Since young children learn through play, they need opportunities to handle materials, experiment, explore, interact with others, think and participate in a safe, engaging environment.

We understand that each child is an individual and should be able to grow at their own pace. We believe children should be children so that they can learn and grow by their mistakes through enjoyable, positive and meaningful experiences.

## **OUR MISSION**

Busy Bees offers a learning environment for children and working families by offering quality care and educational programs with an emphasis on active learning, social service and parent involvement.

Our goals...

- Provide developmentally appropriate programs and activities for children.
- Help children develop sensitivity and respect for others.
- Form partnerships with families and support families parenting skills.
- Offer family guidance and support through community resources based upon their interest and/or need.
- Recruit and retain a diverse teaching staff.

Objectives....

- Incorporate training plans for staff so that early childhood development is ongoing and based on current information.
- Model behavior that is desired among others.
- Explore and implement a multi- cultured and anti-bias curriculum.
- Maintain an open line of communication between teachers, families and director through daily note taking, newsletters and verbal contact.

## **\*OUR PROGRAMS\***

### **INFANT PROGRAM (6 weeks-15months)**

The infant program is a ratio of 8 infants to 2 teachers. The infants are on their own schedule. Feeding and napping are on their demand. Activities such as singing, reading, puppets, art, sensory and developmental activities are scheduled around their feeding and napping.

All infants have a daily sheet of paper that is filled out with their feeding, napping, and diapering information. This paper goes home with your infant each night.

All infants are held while being bottle fed, older infants are encouraged to start self-feeding with assistance from the teacher when needed. When your infant is ready for solid foods, please speak with your child's teacher to make sure everyone is on the same page.

The infants have many opportunities for developmental play, learning and growth. A lot of time is spent on the floor learning to use their bodies. Tummy time is encouraged to help strengthen arm, neck and stomach muscles. We have such items as play mats, bouncers, exosaucers, activity seats, balls, toys with sound and colorful toys to chew. Soft blocks and plastic blocks are available for stacking and knocking over. All items are washed and sanitized after each individual use.

Infants try to get outside every day weather permitting. Younger infants are kept in the shade, while older infants will receive sunscreen and be asked to provide a hat. Activities outside are sitting or lying on a blanket with toys, ride on toys, and playing in the sand.

When an infant reaches 10 months, and is developmentally ready, they will begin to slowly start on the toddler schedule to help when they transition to the toddler room. This involves condensing their 2 naps down to one (1) long nap between the hours of 12:00-2:30, eating breakfast at 8:00am, lunch at 11:15/11:30 and snack at 3:00pm. They must be completely off the bottle (at the center) and self-feeding to transition to the toddler room by the age of 14 to 15 months, if they are developmentally ready. At the age of 1 year, they will transition out of the pack & play and onto a toddler sized cot.

### **TODDLER PROGRAM (15 MONTHS- 35 MONTHS)**

The toddler room is a ratio of 8 children to 2 teachers.

This room is structured with a daily schedule and weekly lesson plan. Toddlers will enjoy age-appropriate activities such as, singing, dancing, reading, art, sensory, science, dramatic play, and blocks to name a few.

Toddlers go outside every day, weather permitting. Please make sure they have the proper outerwear each day and dress accordingly. Toddlers do tend to get messy, so have the children come in comfy clothes that can get dirty. Activities outside are cars and trucks, ride on toys, sand and sand toys, balls & climbers

Toddlers are encouraged to eat with utensils and be able to feed themselves.

Breakfast is at 8:00 am, lunch is at 11:30am and snack is at 3:00pm. Please provide a soft sided lunch box with their name on it. All cups and containers inside must be labeled as well. We have bibs, utensils, plates and cups for the children's use if needed.

Toddlers will have a rest period on cots from 12:00-2:30. A sheet and blanket are required. A pillow and resting friend are optional.

To transition to the Preschool Room, your toddler must be 3 years of age, potty trained, able to eat with utensils and drink from a cup without a cover.

## **Preschool Program (3 years -5 years old)**

The preschool program is 20 children to 2 teachers.

This program is structured with a daily schedule and weekly lesson plan.

Children will enjoy various activities that are designed with age-appropriate ideas and materials in mind. Activities include circle time which consists of attendance, weather observation, job helpers, calendar, books, songs, and information about the lesson plan being learned that week. They will also engage in art, science, math, sensory, writing activities and dramatic play. Our goal is to have the older preschoolers ready to attend Kindergarten with knowing how to spell their full name, know their numbers up to 10, know their shapes and colors and any other important Kindergarten knowledge needed.

Preschoolers go out every day, weather permitting. Outside activities include bikes, swings, climbers, push toys, ride on toys, science activities, dramatic play in the houses, balls, and a garden in the spring/summer.

Breakfast is at 8:00 am, Lunch is at 11:30 am and snack is at 3:00pm. Preschoolers are expected to be able to eat their lunch with utensils and use a cup without a cover. We have utensils, plates and cups for the children's use if needed.

Preschoolers have a nap period between 12:00- 2:30. A sheet and blanket are required. A pillow and resting friend are optional. A child must rest on their cot for at least an hour. If they no longer take naps, after that hour, they are then allowed to come to the table and do quiet activities until the other children are awake.

## **CLOSINGS & VACATION TIME**

Busy Bees is closed for the following holidays:

- Good Friday
- 4<sup>th</sup> of July
- Memorial Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- The week between Christmas Day & New Year's Day
- Christmas Eve we are open until 1:00 p.m.

Tuition is still charged for the above days when any fall on your child's regularly scheduled days. Tuition is also charged on inclement weather closings or any scheduled day your child would normally attend. Our tuition prices are based on this. There is no tuition charge for the week between Christmas & New Years. This is the only week of the year tuition is not due.

## **VACATION TIME**

Tuition is still due if you decide to take a vacation. Your free vacation week is the week between Christmas and New Year's.

## TUITION/FEE SCHEDULE

Tuition is based upon 365 days. We have taken into account the seven holidays we are closed and the break between Christmas & New Years. We also take into account emergency closings. Tuition is based on all of this.

A non-refundable registration fee of \$35.00 must accompany any new enrollment.

All tuition is payable on the Friday before the current week your child attends. Checks must be made payable to Busy Bees Learning Center, LLC.

A \$20.00 service charge will be applied to any returned checks.

A 5% discount will be given to any second enrolled child from the same family. The first child will pay the full rate and the sibling will get 5% off of their tuition.

Changes in tuition rates are decided by the owner and will be announced to the **families** of the center at least 30 days prior to be put into effect. Increases are based on cost-of-living adjustments, salary, and other expenses.

The tuition box is located next to the **Family** board. If in fact the state were to close us down due to **COVID or any other emergency situations**, tuition **will** still be due weekly to hold your child's spot in our center.

## CHANGE OF SCHEDULE / WITHDRAWAL

Requests for permanent or temporary change in a child's schedule must be made in writing to the owner at least two (2) weeks in advance. The owner will then inform you whether the request can be granted or denied due to enrollment capacity.

## WITHDRAWAL

A two-week written notice to the owner is required to withdraw your child and the **family** is liable for all tuition accrued through the last two weeks.

## WITHDRAWAL IN THE SUMMER

If your child will not be attending during the summer months, a \$50.00 deposit is required to hold your child's spot. **Upon** returning, that \$50.00 deposit will be applied to your first week's tuition.

If you decide to not return after the summer, that \$50.00 deposit becomes nonrefundable.

## LATE PICK UP

All **families** must be at the center by no later than 5:30pm to pick up their child. A fee of \$20.00 for the first 10 minutes past 5:30pm and \$10.00 each additional 10 minutes will be charged.

When a child is not picked up at or before their scheduled departure time, the following procedures will be followed:

1. Busy Bees staff will attempt to contact the family.
2. If the child's family cannot be reached, Busy Bees staff will attempt to contact the persons listed on your child's emergency card.
3. In the event that families nor, emergency contacts can be reached, Busy Bees will contact the local police department and the Department of Children and Families (DCF). Two staff members must remain with the child until a situation is worked out. The owner must be notified if this happens.

We understand situations arise, please call if you feel you will be a few minutes late and with the understanding that this does not become a habit.

### **\*FAMILY PARTERSHIPS\***

#### **OPEN DOOR POLICY**

Busy Bees has an open-door policy and families are welcome at any time. That being said, we ask that you consider the effect that visiting your child and separating again may have on them. These situations can also be disruptive to the classroom, and we ask that you consider the other children as well. Occasionally arriving early for pick up may be more appropriate. This will also allow your child the opportunity to show you around the room and share classroom projects with you. When you do visit your child, we expect them to follow classroom rules, and that you do not take your child from the classroom without notifying the classroom teacher.

#### **SEPARATION FROM FAMILIES**

Leaving your child in the center may be difficult at first (for both of you)! Some children adjust easily and will very quickly engage in an activity. Others will have a little more difficulty saying goodbye. It is completely normal for children to have some anxiety or concerns about separating.

The list below is made up of suggestions, considerations, and reminders to assist families in making school a positive experience for you and your child. They reflect our collective knowledge of child development and years of experience in caring for and educating young children and establishing a respectful relationship with their families.

1. Give your child an opportunity to visit.
2. If at all possible, we suggest that you make your child's first day 1 to 5 days before you must start work. This will help families and children to be more relaxed and less rushed on their first day.
3. Infant families may want to spend some time at the center getting to know the staff and routines. During visits, we suggest that you allow the staff to hold, feed and interact with your child to begin to get to know them and their needs.
4. In most cases, children do well with just a few tears in the beginning. However, if your child has a difficult time making the adjustment, we will be happy to meet with you to devise a plan that will help your child feel secure and safe in their new environment.



## **FAMILY BOARD**

The center has a family board located in the lobby upon entrance. This is where the child daily sign in and out sheets are located. Families must sign their children in upon arrival and initial as well as upon departure. This board also contains important upcoming events, family sign-up sheets, a copy of our monthly newsletter (one will be sent home with your child each month), and any other information we feel is of importance.

## **DAILY COMMUNICATION**

Staff will provide you with personalized daily sheets to let you know how your child did during the day.

Infants receive a daily sheet detailing their eating, sleeping, diapering, activities and any other additional information that is sent home with your child.

Toddlers receive the same information on their own daily sheets sent home.

Pre-school families receive a bi weekly newsletter which details their activities .

Verbal communication is also done on a daily basis in all rooms. If you would like to call and talk to your child's teacher, it is best to call between 12:30 and 2:00.

## **COMPLAINT PROCEDURE**

Most problems with a childcare center are non-life threatening and can be resolved by discussing it with the classroom teacher and/ or the owner. Any questions or concerns, please do not hesitate to talk to the staff or owner. Please be advised that some matters may require a quiet area away from the children. If so, please try to schedule a time so that the teacher or owner can give you their full attention and those ratios are still met.

## **\*YOUR CHILD'S DAY\***

### **ARRIVAL/DEPARTURE**

Busy Bees is open from 6:30a.m- 5:30 pm.

Parents are to sign children in when arriving and wait in the lobby area for a teacher to come and help their child, along with their belongings for the day. There is a white board located in the lobby area for parents to leave notes about their children that need to be relayed to their child's teacher.

In the afternoon, parents must sign their child out and wait for a teacher to meet them in the lobby with their child and all their belongings.

Infant car seats are to be left in the lobby area as well.

## **CURRICULUM**

A carefully organized and rich classroom environment serves as the foundation for our curriculum. In doing so, it invites children to learn, observe, make choices, and try new things. Our goal is to nurture children's social, emotional, language and intellectual development. This helps them become enthusiastic, self-confident, independent thinkers who feel good about themselves and secure in the worlds around them.

Our lesson plans are based on age-appropriate activities, materials, and developmental stages.

## BREAKFAST, LUNCH AND SNACK

**Families** are to provide a healthy breakfast, lunch, snack and drinks for your child each day. Children who arrive before 8:00 a.m. should bring a breakfast and a drink. If arriving after 8:00 a.m., please make sure your child has already eaten breakfast at home.

Please bring your child's food in a soft sided lunch box labeled with their name. We can heat up a child's lunch if necessary. Please make sure all food containers and cups are labeled with your child's name to ensure that they return home to you. We have bibs, utensils, and regular cups for use at the center.

**Families** of infants are required to provide all infant food, formula, breast milk, bottles (no glass) and snacks for the day. We will heat bottles when necessary. Please make sure all items are labeled.

## CLOTHING

Please dress your child in comfortable play clothes for active and sometimes messy play. We ask parents to keep two (2) complete changes of clothing at the center in case of need. This consists of pants, shirts, socks and underwear. Infants and toddlers may need several changes. Please make sure all clothes are labeled with your child's name.

For cold winter days, please be sure to have hats, mittens, snow pants and boots. We try to get outside every day, weather permitting.

Slippers are welcome to be kept at the center, so children do not have to wear their shoes all day. Please make sure these are labeled as well.

## TOYS

Your child may bring a soft "resting friend" to be used during nap time. We ask that all other toys be kept at home as they can be distracting or difficult to share. Items may be brought on special share days. Please do not let your child bring jewelry, money, gum, candy, or dangerous items to the center.

## REST TIME

After a full morning of activities, the children are required to rest on their cots for part of the afternoon. They may either lie quietly or sleep. A crib sized sheet and weather appropriate blanket are to be brought in. A favorite "resting friend" or pillow may also be used. At the end of your child's week, the bedding is to be brought home, laundered and returned the following week.

Infants rest at their own convenience. A pack and play sheet fit our cribs the best. Unfortunately, we are **not allowed** to have crib bumpers, blankets, soft toys, small stuffed animals that attach to pacifiers, pacifier clips that fasten to infants clothing or pillows in our cribs per the state.

## BIRTHDAYS

Birthdays are fun to celebrate at the center. Please let us know in advance if you will be bringing in something special to share so we can plan accordingly. We ask you to please be sensitive to children with allergies.

## **FIELD TRIPS**

Occasionally, Busy Bees may want to go outside of the center for a field trip. All families will be notified, with plenty of notice, and all proper documentation and permission must be attained. Family chaperones are always needed.

## **\*HEALTH & SAFETY\***

### **CONSULTANTS**

Busy Bees will enter into a contract with health, medical, dental & educational specialists to help provide a well-rounded and safe program for all children.

Our Health consultant (nurse) visits the center weekly to review health records and observe the well-being of the children in the center.

If at any time the teaching staff, owner, nurse or the family feels that outside help, i.e., Birth to Three or another specialist is needed, the proper individuals will meet to discuss an action plan to get the help that is needed.

### **MEDICATION**

Busy Bees staff can administer nonprescription topical medications such as, diaper changing ointments, powders (non- talc), Orejel, sunscreen and non DEET insect sprays.

This medication must have a signed permission form on file that is updated yearly or as needed. Medicine must be in original containers labeled with contents and have the child's full name labeled on it. Families sign off that their child has had at least one application of this medicine and witnessed no adverse reactions to this medication.

If a child has a medical condition that requires medicine for their well-being or is life threatening, please notify the owner so that the child's medical needs will be met with the proper training. The medicine must be in the original container and accompany a doctor's form containing all pertinent information. If the medical form is not completely filled out, we will not be able to administer the medication until the form is properly filled out for safety reasons.

### **HEALTH RECORD**

All children who attend Busy Bees are required to provide a current physical examination upon enrollment. Your child cannot start without having one.

This form will acknowledge that the child's immunizations are up to date. Each time your child has a new immunization, the parent is required to bring in an updated form. If one is needed, please see a staff member or owner to receive a blank one.

### **INJURY & EMERGENCY TREATMENT**

It is to be expected that sometimes children might get hurt while playing with friends or on equipment. If there is a minor injury such as a scrape, minor bump or small cut, you will be notified in person by a staff member at time of pick up. At this time, you will receive an "accident report" paper detailing what happened and how the accident was taken care of.

We make every effort to clean all boo-boos with soap and water. Fun shaped ice packs can be given to reduce swelling or to give comfort along with band aids (if needed) and Tender Loving Care.

Staff are trained and certified to administer CPR, First Aid, Asthma treatments, Injectables (Epi Pen) and oral medication.

If your child has been taken to the Hospital, emergency room or doctor for treatment or minor surgery and you wish to bring them to school on the same day, we will need an authorization form from your doctor to reenter the center for the remainder of the day. We will NOT accept a child on the same day without this note.

A physical is not considered treatment.

### **EMERGENCY TREATMENT**

If your child has had a severe bump (from a fall), a bite that has broken the skin, or a cut that may require medical attention, the owner or staff will notify you immediately.

In the event that your child has had a serious injury or emergency, the following steps will be performed:

1. 911 is called.
2. Your child will be taken to William W. Backus hospital, along with your child's teacher and emergency information.
3. The **families** will be notified to meet at the hospital. If **an immediate family member** cannot be reached, the next listed people on the emergency contact sheet will be called until someone can be reached.

### **WEATHER**

In the event weather conditions are extreme and may jeopardize the safety of children, families and staff, check our Facebook or channel 3 on the TV for announcements of cancellations or delayed openings. You can also sign up to receive a text message from WFSB.

Busy Bees will be following the Franklin School system closings.

\*In the event we have an early closing, all **families** will be notified by phone and expected to pick up their children within 1 hour. Tuition is still due for inclement weather closings.

### **EMERGENCY PLANS**

In the case of fire, natural disaster or any other emergency where the building cannot be reentered, all children will be removed by car to a location deemed safe.

Teachers will take emergency release forms with them, and **families** will be called to pick up their child within the hour.

### **MANDATORY REPORT OF CHILD ABUSE & NEGLECT**

Busy Bees has the responsibility to prevent child abuse and neglect of the children in our center. As daycare providers, it is the law that all staff is expected to be mandated reporters if any suspected abuse or neglect has occurred. It is not our business to judge the circumstances, only to protect the rights of the child.

A written report will be filed, and documentation of suspected abuse or neglect will be kept in the child's file.

## **AUTHORIZATION TO PICK UP**

No child will be allowed to leave the center with anyone who is not on the Pick-up Authorization form. It is the **family's** responsibility to inform the center of any changes made to the list of approved individuals who have permission to pick up their child. All new individuals will be asked to present proper photo identification to remove a child from the center.

## **CUSTODY & COURT DOCUMENTATION**

It is our policy to not interfere with the custody relationships of a child's **family**. Therefore, we assume that **families** and or guardians have equal rights to pick up, drop off, visit or request documents concerning a child. Should this not be the case, it is the **families** or guardian's responsibility to provide court documents outlining the rights and responsibilities of each **family** or guardian. We will follow the most recent dated court document without prejudice to **families** or guardian. We expect **families**, guardians, and staff to keep children out of the legal entanglement or other custodial issues and resolve these in another forum. Failure to adhere to this policy may result in disenrollment.

## **BABYSITTING**

While enrolled at Busy Bees many families meet and get to know the teaching staff on a personal basis. There may be times when a **family** would like a staff member to babysit for them outside of the center. This is not permitted. We ask that you please understand and follow this policy.

## **HYGIENE**

Busy Bees teaching staff and children of all ages participate in proper hand washing techniques daily. They are done before & after diapering, toileting, breakfast, lunch, snack, and in between nose blowing. Teaching staff use disposable gloves whenever direct contact is made with a child's food and changing diapers. Gloves are also worn when a child is sick with vomit and/or diarrhea. Any bodily fluid, gloves also must be worn.

The teaching staff will incorporate regular hygiene into the curriculum and daily teachings with the children.

## **ILLNESS & POLICY**

We understand how difficult it is to have alternate care arrangements when your child is too ill to attend. Children with common colds are accepted. We must consider the health of our whole group and have set guidelines for when your child must stay home, or you must come and pick up your ill child. Please call when your child will be absent if ill.

The health and well-being for all of the children here at Busy Bees is very important to us. It is for the protection of the children that we must insist on a strict adherence to our illness policy.

Please read carefully to find when to keep your child home or when they may still participate:

**COMMUNICABLE DISEASES:** Not permitted by law in childcare. Some of these illnesses are, but not limited to: Infectious Conjunctivitis (Pink Eye), Hand, Foot and Mouth Disease, Impetigo, Hepatitis A, Scabies, Ringworm, Infectious Diarrhea, Chicken Pox, Scarlet Fever, Lice and Strep throat. If your child is thought to have a communicable disease, you will be notified and asked to pick up your child. Your child will be accepted back into our care when they are no longer contagious. All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for. (Your child's name will be kept confidential) A doctor's note will be required for return to childcare.

**FEVER:** Not permitted. We have the right to send home a child with a fever over 100.5 degrees Fahrenheit. A child needs to be fever free for a minimum of 24 hours before returning to childcare without the aid of any fever reducing medications. Administering Tylenol to reduce your child's fever so that they may come to childcare is grounds for termination. For teething children, we will accept a fever under 100.4 degrees Fahrenheit with a doctor's note stating teething is the reason for the fever.

**DIARRHEA:** Not permitted. Infants and toddlers with fevers and/ or diarrhea pertaining to teething will only be accepted into care with a doctor's note stating that these symptoms are due to teething. We do understand that children have occasional loose bowel movements, however if a child has 2 consecutive loose bowel movements, they will be sent home. The same goes for Preschoolers. Children must remain home until 24 hours after their last diarrhea symptom and without the aid of a medicine.

**VOMITING:** Not permitted. If your child vomits while at childcare, you will be expected to pick up your child within the hour. The child must stay home until 24 hours have passed with no vomiting episodes and without the aid of a medicine.

**RUNNY NOSE & COUGH:** Your child may be brought to childcare if they have a common cold (slight occasional cough, clear runny nose and occasional sneezing). Any other symptoms, your child should remain home, so they do not spread the illness. The staff at Busy Bees reserves the right to send your child home if symptoms worsen.

**RASHES:** Not permitted. Any rash, other than a mild diaper rash, must accompany the child to childcare with a note from the doctor stating it is not contagious.

**RUNNY AND/ OR CRUSTY EYES:** Not permitted. Watery, matted and or red/pink eyes are not acceptable in childcare under any circumstances. A period of 24 hours must pass after symptoms are gone before returning to childcare. A doctor's note is needed if it is not contagious.

**EXCESSIVE CRANKINESS:** If your child is irritable, excessively whining or crying, wants to be constantly held, or is sleeping excessively other than scheduled times, or requires more attention than we can provide and still give adequate attention to the other children, or disrupts the routine of the other children, you must keep your child home regardless of the presence of other symptoms. If this occurs during childcare hours, you will be called to pick up your child.

**LICE:** Not permitted back to childcare until after the second hair treatment and no nits are present. Your child will be inspected upon arrival at childcare before you leave.

**EMERGENCY ROOM VISITS, STITCHES AND/OR SURGERIES:** If your child has been to the emergency room, had stitches or any surgeries, we require a doctor's note stating that your child can fully participate in our program without limitations. If your child is given limitations where they cannot fully participate in our program, your child must stay home. Our staff at Busy Bees will not tend to any stitches or open wounds other than a typical scrape.

**24 HOUR RULE:** Your child must be free from any of the previous symptoms for a minimum of 24 hours before they may return to childcare. No exceptions.

- If you bring your child into the center with any of the above symptoms, you will be called immediately to pick up your child. Anyone who cannot adhere to this policy may be subject to termination of childcare.
- Please take the above rules seriously. It is always best to call and ask your center if you are unsure whether or not you may bring your child. We have put this policy in place to not only keep your child safe and healthy, but the children and staff as well. Any concerns, please speak with the owner.

### **COVID 19 AND FLU POLICY**

- Drop off and pick up are in the lobby area.
- Parents are not allowed in the center at this time.
- Children may not attend with a fever of 100 degrees or higher.
- Children will be assessed upon arrival for any sickness symptoms.
- If the state mandates we need to close due to COVID 19 or any other emergency situation, tuition is still due weekly to hold your child's spot in the center.

### **PARKING LOT SAFETY**

**Families** are responsible for their children's parking lot safety.

1. Always enter and exit the parking lot slowly.
2. Never leave your car running when you are not in it.
3. Do not block the driveway, as fire regulations require entrance for emergency vehicles at all times.
4. Please watch for children and parents behind cars.
5. Always hold your child's hand. Children are not permitted to run or play around in the parking lot.
6. Never leave a child unattended in the car. If you need assistance when picking up or dropping off, we will be happy to help.

## SIDS SAFETY

This policy is to reduce the risk of Choking and Sudden Infant Death Syndrome.

We follow the American Academy of Pediatrics Safe Sleep recommendations. All staff who care for infants in childcare settings in Connecticut are required to follow these practices.

- Infants up to twelve (12) months of age must be placed for sleep in a supine position (on their back) for every nap or sleep time, unless the infant's primary care provider has completed a signed waiver indicating that the child requires an alternate sleep position.
- Infants must be placed for sleep in a sleep safe environment which includes: a firm crib mattress covered by a tight-fitting sheet in a safety approved crib or pack n' play that meets the standards and guidelines reviewed/approved by the U.S. Consumer Product Safety Commission and ASTM international.
- Monitors or positioning devices are to be used unless required by the primary care provider.
- Infants are not to nap or sleep in a car safety seat, infant seat, swing or any other type of furniture/equipment that is not a safety approved crib or Pack n' play. If an infant falls asleep in any of these devices, they must immediately be moved and placed on their backs in their designated sleep safe approved crib or Pack n' Play.
- If an infant arrives at the center asleep in a car safety seat, the family or teacher must immediately remove the sleeping infant from the seat and place them on their back in their designated safety approved crib or Pack n' Play.
- As per the State, all pillows, quilts, comforters, crib bumpers, blankets, bibs, burp cloths, stuffed toys, stuffed toys that are attached to pacifiers, pacifier clips that attach to clothing and other soft products cannot be allowed in the crib.
- When teachers place infants in their cribs/pack n' plays for sleep, they must check the infant to ensure that they are comfortably clothed (not overheated or sweaty) and that bibs, necklaces and garments with ties or hoods are removed
- Sleep approved sleep sacks are to be used in lieu of blankets, Swaddlers may not be used.
- Infants must always be observed by sight and sound, including when they are going to sleep, are sleeping or are in the process of waking up. You must always be able to see the rise and fall of their chest as they breath and the color of their face to ensure they are not overheated or having trouble breathing.
- Bedding must be changed and crib/pack n' play sprayed down with a bleach and water solution if crib/pack n' play is being shared between infants. Only one infant may be in a crib/pack n' play at one time.
- A teacher must remain alert (no laying down or napping) and must actively supervise sleeping infants in an ongoing manner. The teacher must also check to ensure that the infants head remains uncovered and adjust clothing if necessary.
- Once an infant can roll over, they must still be placed on their backs to sleep, but once they roll over to their belly, they may stay sleeping on their belly providing their face is visible and there are no issues with breathing.



## DISCIPLINE & BEHAVIOR PROCEDURES

The center's rules promote appropriate behavior, good health, self-respect and respect for all members of the Busy Bees community. The center ensures that children will feel and be as safe as possible. To allow for smooth operation of our program, the center believes the best method of discipline is prevention and practice. We believe it is particularly important that **families** and staff work corporately with each other to teach the children respect towards others.

Staff will notify **families** as soon as behavioral or developmental problems arise to determine if the home environment may be affecting the child's behavior. Such behavior can be caused by **family members being** away on business, a family member or pet dying or change of routine at home.

If a child begins to show any form of aggressive behavior such as biting, hitting, or intentionally hurting others without a provoked incident, the staff and owner, depending on the severity and repetition of these incidents, may enforce the following options.

- Redirection to another area/activity
- Placed at the table to do a quiet activity without interference from friends.
- Parent meeting with staff and owner to achieve an action plan on how to achieve desired behavior.
- Referral to Birth to Three programs or the public school for an observation by a qualified person.

The center reserves the right to dismiss a child from the center if any of the following occur:

- Consistent disruptive behavior by a child is causing extensive classroom management for the staff. Staff are not permitted to physically reprimand a child. Staff will restrain a child only if that child is physically causing harm to themselves or others.
- Lack of cooperation from the **families** to support the staff through their child's developmental changes.
- If, after all options have been exhausted and no resolution has been found, it is in the best interest of all children that a two-week written notice of withdrawal will be given by the owner to the family. The director may also dismiss a child from the center with a two-week notice.



I have received, read and understand my copy of the Busy Bees Learning Center Parent Handbook. I have also discussed the behavior plan as well as the Illness policy with the Owner/Director.

Please sign and date below

---

SIGNATURE

---

DATE



Busy Bees Learning Center, LLC  
841 Route 32 Suite 12  
Franklin, CT 06254  
860-642-8064  
[Chovey16@aol.com](mailto:Chovey16@aol.com)

Dear Parent/ Guardian,

Welcome, and thank you for selecting our center for the care and pre-school education for your child. We are proud to have you join our family and look forward to getting to know you and spending more time with you and your child.

In your welcome packet, you will find a Parent Handbook, Enrollment Packet, Physical Form as well as some helpful information. We ask that you review, as well as sign, all appropriate information. All our records are kept confidential.

If you have any questions or concerns, please feel free to contact the owner. I will be happy to address any concerns.

Once again, thank you for choosing Busy Bees Learning Center, LLC

Sincerely,

Christina Hovey  
Owner

Busy Bees Learning Center, LLC  
Child Enrollment Form

Child's Name \_\_\_\_\_

Child's Nickname (if addressed this way) \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_

Child's Home Address \_\_\_\_\_ City \_\_\_\_\_

Child's Telephone Number \_\_\_\_\_

Mother/ Guardian's Name \_\_\_\_\_

Mother/ Guardian's Address (If different) \_\_\_\_\_

Mother/ Guardian's Cell Number \_\_\_\_\_

Mother/Guardian's Employer \_\_\_\_\_

Mother/ Guardian's employer Address \_\_\_\_\_

Mother/ Guardian's Work Number \_\_\_\_\_

Father/ Guardian's Name \_\_\_\_\_

Father/ Guardian's Address (If different) \_\_\_\_\_

Father/ Guardian's Cell Number \_\_\_\_\_

Father/ Guardian's Employer \_\_\_\_\_

Father/ Guardian's Employer Address \_\_\_\_\_

Father/ Guardian's Work Number \_\_\_\_\_

Parents are:    Married       Together       Separated       Divorced       Widowed

Any information we should know that may affect your child?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What date will your child start daycare? \_\_\_\_\_

What days will your child be attending daycare?

Hours	Monday	Tuesday	Wednesday	Thursday	Friday
From					
To					

### MEDICAL INFORMATION

Child's Physician's Name \_\_\_\_\_

Physician's Address \_\_\_\_\_

Physician's Phone Number \_\_\_\_\_

Health Insurance Company's Name \_\_\_\_\_

Health Insurance I.D. Number \_\_\_\_\_

Dentist's Name \_\_\_\_\_

Dentist's Address \_\_\_\_\_

Dentist's Phone Number \_\_\_\_\_

Is your child currently taking any medications?                      Yes                      No  
(Including aspirin, laxatives, vitamins, prescriptions)

If yes, what medications? \_\_\_\_\_

The purpose of the medications? \_\_\_\_\_

Does your child have any allergies?                      Yes                      No

If yes, please explain \_\_\_\_\_

Do you have any questions or concerns about your child's behavior or development? \_\_\_\_\_

### Daily Routines

What hour does your child usually wake in the morning? \_\_\_\_\_

What hour does your child usually go to bed at night? \_\_\_\_\_

Does your child sleep well at night? Yes No

If No, Explain \_\_\_\_\_  
\_\_\_\_\_

Does your child take naps on a regular basis? Yes No

What are your child's normal meal times?

Breakfast \_\_\_\_\_  
Lunch \_\_\_\_\_ Snack \_\_\_\_\_ Dinner \_\_\_\_\_  
\_\_\_\_\_

Does your child eat well? Yes No

What foods does your child like to eat? \_\_\_\_\_  
\_\_\_\_\_

Is your child toilet trained? Yes No

Are they dry during rest time? Yes No

If toilet trained, do they need help in the bathroom? Yes No

Has your child had previous daycare or school experiences? Please list name of school, dates attended and days per week. \_\_\_\_\_  
\_\_\_\_\_

Does your child have siblings? Yes No

If yes, what are their name and ages? \_\_\_\_\_  
\_\_\_\_\_

Do you have any other adults living in the house? Yes No

Name of Adult \_\_\_\_\_ Relationship to child \_\_\_\_\_

Do you have any other children, other than your own, living in your household? Yes No

Name of child \_\_\_\_\_ Age \_\_\_\_\_ Relationship to child \_\_\_\_\_

## Tuition Agreement

We require a non- refundable registration fee of \$35.00. This fee ensures your child’s spot in the program. Tuition is payable on the Friday before or Monday morning, at the latest, of the week your child will be attending. There is a \$25.00 late fee for all tuition paid after that Monday.

If it is decided you wish to withdrawal your child from the center for any reason, a two (2) week PAID WRITTEN NOTICE is required.

I have read and understand the tuition agreement.

---

Parent/Guardian Signature

Date

Registration Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_ Weekly Rate \_\_\_\_\_

---

Owner Signature

Date

**Busy Bees Learning Center, LLC  
Emergency Card**

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
Address \_\_\_\_\_ City & Zip \_\_\_\_\_

**Parents/Guardians Names, Phone Numbers & Work Information**

Name \_\_\_\_\_ (H) \_\_\_\_\_ (C) \_\_\_\_\_

Work Name \_\_\_\_\_ (W) \_\_\_\_\_  
Work Address \_\_\_\_\_

Name \_\_\_\_\_ (H) \_\_\_\_\_ (C) \_\_\_\_\_

Work Name \_\_\_\_\_ (W) \_\_\_\_\_  
Work Address \_\_\_\_\_

**Emergency Contacts**

Name/Relationship to Child Number	Address	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**Medical Care**

Physician's Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Dentist's Name \_\_\_\_\_  
Dentist Phone \_\_\_\_\_  
Health Insurance Company Name \_\_\_\_\_  
Health Insurance ID # \_\_\_\_\_

I, \_\_\_\_\_, give permission for Busy Bees Learning Center, LLC to make whatever emergency measures as judged necessary for the care and protection of my child, while under the supervision of the daycare.  
In case of medical emergency, I understand that my child will be transported to William W Backus Hospital by the local emergency unit for treatment, at my expense, if the local emergency resource deems it necessary.

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date



Busy Bees Learning Center, LLC  
Pick-Up Authorization

Child's Name \_\_\_\_\_

The people listed below have my authorization to pick up my child from the childcare program. I will inform, in writing, my child's teacher or owner each time a special pick up is necessary.

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Name	Relationship to Child	Phone
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Name	Relationship to Child	Phone
------	-----------------------	-------

---

Name	Relationship to Child	Phone
------	-----------------------	-------

---

Name	Relationship to Child	Phone
------	-----------------------	-------

---

Name	Relationship to Child	Phone
------	-----------------------	-------

---

Name	Relationship to Child	Phone
------	-----------------------	-------

Pick- Up Authorization

At the time of enrollment, Parents/Guardians must provide us with the name of persons authorized to pick up their child from the program. It is the Parent's / Guardian's responsibility to inform the center of any changes in the names of persons authorized.

We will release the child to authorized persons only! If necessary, photo identification may be requested by the center before the child is released to ensure the child's safety.

If someone other than an authorized person (persons are authorized on the Emergency or Pick Up card) is to pick up your child, please notify the center **in writing**. We than release the child to the person specified in the letter to the center. **That person must be prepared to show photo identification.**

---

Parent/Guardian Signature

Date

**Busy Bees Learning Center, LLC  
Permission and Agreement**

Child's Name \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_



**Photograph**

I give permission for my child to be photographed in the center, at center functions and on field trips. I also give permission for the photographs to be displayed in the center. I understand that photographs may be taken by center staff or professional photographers. **I understand that I will be notified** if my photographs are to be used for publicity purposes or outside of the center. I understand some of the photographs may display my child and my family. I understand I have the right to refuse permission.



Parent/Guardian Signature

Date



**Food**

I give my child permission to eat and drink foods that are brought by the staff and other children for parties and special occasions. I, as a parent or guardian, will keep the staff informed of any current food allergies or any that develop. I will give the center this notification in writing. Older infants & young toddlers will be personally asked by their teacher if a food is appropriate for them to have.



Parent/Guardian Signature

Date