

12152 S Roundtree St

Olathe, KS 66061

sandy@busybeesolathe.com

KDHE License - 0080137

-- Parent Handbook --

Qualifications

State licensed

BS in Elementary Education with a focus in early childhood

MS in Curriculum & Instruction

MS in Education Administration

CPR and First Aid certified

Non-Discrimination Policy

It is the policy of Sandy Peterson, owner of Busy Bees Early Learning House, not to discriminate on the basis of race, color, gender, religion, national origin, or disability, in any of its activities or operations. I am committed to providing an inclusive and welcoming environment for all the children and families I serve. Busy Bees reserves the right to dismiss any student who presents circumstances that I am not equipped to handle, and/or to protect the rights of the total class.

Admission and Enrollment

Hours of operation: Monday – Thursday | 9am-12pm

Children must be 3-5 years of age and potty-trained to enroll.

One half-hour visit to view the preschool and meet me is required. During the visit, I will answer questions and provide you with critical information about my program.

If you would like your child to attend my program a non-refundable \$70 deposit is required to hold their spot.

The following forms are required by the state of Kansas and Busy Bees Early Learning House. All forms need to be completed prior to the first day of care.

- Registration form signed by parent or guardian
- Physical examination form
- Complete and current immunization record
- Signed emergency medical release form.

Note: All forms will be updated every year or sooner according to need or state requirements

Tuition

Full-time (Monday-Thursday) \$250/mo.

Part-time (2 days/wk) \$150/mo. *Part-time spots are available as long as I can fill the other days.

Tuition is due on the first school day of each month. You are required to pay whether your child is in school or not since your spot is saved for you for the year. I will send a reminder message each month. Payment can be made with Venmo or cash/check. Checks should be made to **Busy Bees Early Learning House LLC**.

Withdrawal

Should you withdraw your child from Busy Bees Early Learning House for any reason, please notify me **a month in advance** or pay for the whole month. This will give me time to fill the vacant space.

If, for some reason, your child does not fit into this program and may need a different kind of environment, I will also give you a month's notice. But before this final decision is made, I will see to it that we both have worked together for the benefit of your child.

Arrival/Dismissal

I will open the front door at 8:55am to greet you and your child. Please try to work with me at making drop-off and pick-up time relaxed by keeping it as short as possible. This can be very trying time for both the parent and the child. We find keeping it short and sweet is the best. Once everyone has arrived, I will close and lock the door for safety.

Please try not to be late bringing your child to school as well as picking up after school. If for some reason you are late, send me a text. Please walk your child downstairs to the classroom.

At dismissal time, I will only let your child out the door if you or the designated person to pick up is in sight. All carpool arrangements must be in written form to be filed in your child's file. This is required by the State. If you need to pick up your child early or be gone on a particular day, please contact me directly to let me know.

No child will be released to any person other than the parents or designated adults arranged by you. If someone else is picking up your child after school, please notify me directly.

Arrival and departure times are very busy. If you need to discuss something with me, it may be necessary to call after hours.

During arrival and dismissal please do not allow your child to run in the driveway or street for safety reasons.

Supplies

Each child must bring a change of clothes including underwear and socks. I will store these in the classroom. I will contact you to update the clothes as the seasons change.

Children are to take their shoes off in the classroom. Please send your child in clean socks each day.

Your child will need to bring a backpack, water bottle, and snack each day. All other supplies are provided.

Behavior and Discipline

Discipline will be fair, consistent and age appropriate. The rules are very simple – treat ourselves, others, and the things around us with kindness and respect. We will frequently review rules and routines so that they know classroom expectations.

Children are forever learning and can be taught by example, positive language and consistency in what is expected of them. Boundaries and structure will make a child feel more secure in their surroundings. While children learn what is fair and what is not, what is safe, and what is not, etc. our means of discipline are as follows:

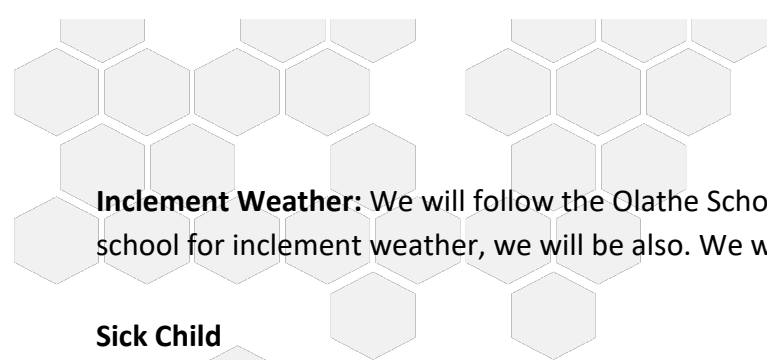
- Positive reinforcement- the child will be encouraged when he/she is demonstrating acceptable behavior.
- Redirection - the child is redirected to another activity and given an opportunity to try again at another time.
- Talking - children need to learn how to find a solution or compromise between themselves. They are encouraged to do so but are given any assistance needed should the problem remain. We will do a lot of activities and games involving learning self-control, patience, compromise, taking turns and sharing.
- Take a break – if the following methods are not working the child is separated from the group for a child-regulated period of time. Children can choose an item from the calm down basket to help them calm themselves. When a child shows that he/she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group and try again.
- Conference – when a child's behavior is continually upsetting or dangerous to others or ourselves, a conference will be called with the parents. If the problems can't be resolved, arrangements may be made for the child to go elsewhere for care.

Supervision Plan

- All children will be supervised by myself at all times.
- Anytime I leave the room (bathroom) I will make sure children are safe and engaged in play. I will always be able to hear anything that is going on in the room, and only be seconds away to tend to their needs.
- While outside, children will always be supervised by myself. Both front and back play areas are checked daily for safety.
- In case of emergency, we will follow our emergency plan, children will be with me at all times and parents will be contacted as needed.

Holidays

I will follow the Olathe School District's calendar except for our starting date. Busy Bees Early Learning House will NOT be in session when students in the Olathe School District are not in school. We will observe the same days for holidays, professional training, conferences, etc. I will be closed during the summer but will offer Summer Camps in the month of June.



Inclement Weather: We will follow the Olathe School District's inclement weather days. If Olathe is out of school for inclement weather, we will be also. We will not make up for snow days.

Sick Child

If your child is sick and may cause a hazard to the rest of the children, please keep them home. If I have a sick child at home or if I am sick and not able to teach, I will inform you first thing in the morning to let you know if class will be cancelled.

Potty-trained

All children attending this program must be completely potty-trained and able to take care of their bathroom needs. Please send them in clothes that facilitate independent bathroom use.

Snacks

Parents will be responsible for sending a **healthy** snack with their child each day. Your child chooses freely to have snack. They will not be forced to eat if they are not hungry. There are food regulations required by the Kansas Department of Health and Environment. The midmorning snack must include at least **two** of the following:

- Milk
- Fruit, vegetable, full-strength fruit juice, or full-strength vegetable juice
- Meat or a meat alternative
- Bread or grain product

Please do not send sweets (including fruit snacks) or other unhealthy foods for snack. I am required to make sure snacks are following state regulations. If your child has food allergies, you must let me know. Please send the snack in a container or bag that is clearly marked with his/her name.

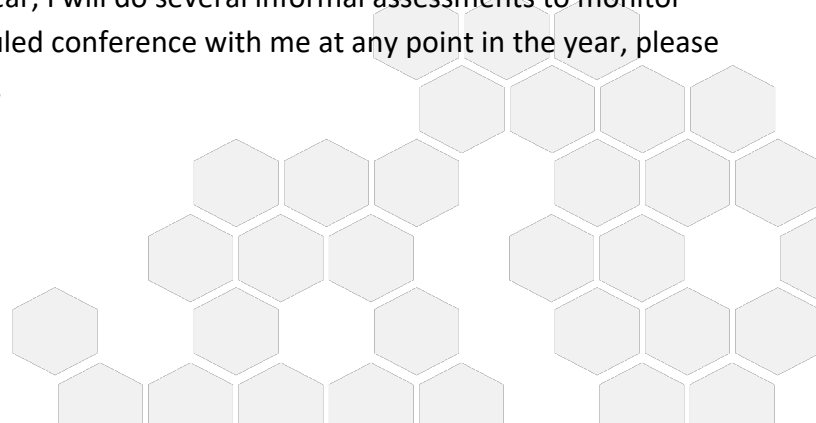
Communication

I will be using an app called Seesaw to share all the wonderful activities we are doing in class. I will use Seesaw to post weekly newsletters, reminders, and pictures.

Please feel free to call or text my cell phone (913-522-0107) after school hours if you need to talk with me.

Student Progress

I will conduct a more formal assessment twice a year on your child's progress. One will be before winter break and the other before summer break. Throughout the year, I will do several informal assessments to monitor your child's progress. If you would like to have a scheduled conference with me at any point in the year, please let me know. Telephone conferences are also welcome.





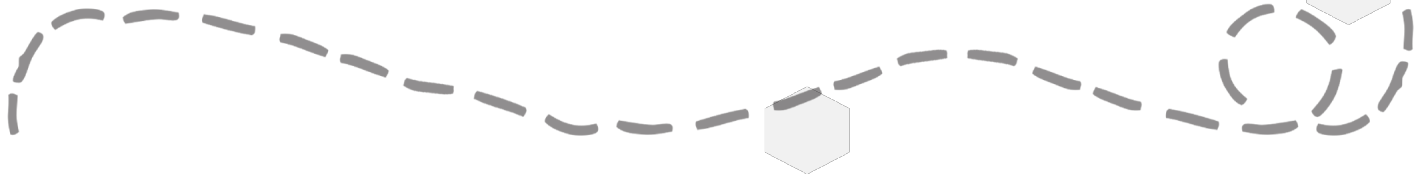
Birthdays

We will celebrate birthdays in a low-key manner, allowing for your child to feel special but still continue with our daily schedule. Please do not send treats. I will provide your child with a special birthday gift and we will sing happy birthday to them at circle time.

You may send birthday invites to school if there are invites for all the children.

Visitation

Any parent is welcome and encouraged to visit the school while your child is in session. Please let me know ahead of time if you are coming.



I look forward to getting to know you and your child!

