

Class:	BB	WB	LB
	BmB	HB	ASP SB
Status:	FT	PT 2	PT 3
Tuition:	Monthly	Weekly	
	ACH	Check	
	Vouchers	M.O	



Registration Form

Application Date _____

Enrollment Date _____

I heard about Busy Bees by/through _____

Child's full name _____ **Nickname** _____

Birth date _____ **Sex** _____ **S.S. #** _____

Child's Home Address _____

Child's Home Phone _____

Child Resides with: Father Mother Both

Mother's Name _____ **DOB** _____ **S.S. #** _____

Address, if different from child _____

Home Phone, if different from child _____

Mother's Place of Employment _____

Work Phone _____ Ext. _____ Cell Phone _____

E-Mail _____ Work Hours _____

Father's Name _____ **DOB** _____ **S.S. #** _____

Address, if different from child _____

Home Phone, if different from child _____

Father's Place of Employment _____

Work Phone _____ Ext. _____ Cell Phone _____

E-Mail _____ Work Hours _____

Please list all others residing in child's home

Name _____ Relationship to Child _____

Name _____ Relationship to Child _____

Name _____ Relationship to Child _____

**AUTHORIZATION FOR RELEASE OF CHILD
AND EMERGENCY CONTACT INFORMATION**

Name _____ Hm. Ph. _____ Wk. Ph. _____
Name _____ Hm. Ph. _____ Wk. Ph. _____
Name _____ Hm. Ph. _____ Wk. Ph. _____

CHILD MAY NEVER BE RELEASED TO:

Name _____ relationship to child _____
Name _____ relationship to child _____

Please provide court documentation where applicable.

MEDIA RELEASE PERMISSION

I hereby agree that my child, _____, may have his/her picture or video taken for media release (i.e. website, newspaper, magazine, etc), and for display in the classroom/building.

PARENT/GUARDIAN MANUAL ACKNOWLEDGEMENT

The parent manual included in this packet highlights Busy Bees Christian Preschool policies and procedures regarding parents/guardians and their children. Your parent/guardian manual is not to be interpreted as a legal document or contract. Placement at Busy Bees Christian Preschool is at the sole discretion of Busy Bees Christian Preschool.

I have read and I understand the parent/guardian manual.

Parent or Guardian's Signature _____ **Date** _____

My child will attend: ___ Full Time ___ Tue/Thurs Only ___ Mon/Wed/Fri Only

Payments will be submitted: ___ Monthly ___ Weekly

Payment: ___ Auto Withdraw (ACH) ___ Check (Processing fee of \$10.00/ month applies)

All families will receive two free months of Parent's Eye View, internet camera service. After _____/_____/20____ your account will be charged the monthly fee of \$15.00.



120 Southwinds Road, Suite B – Farmington, AR 72730 – 479-387-8040
www.busybeeskids.com

MEDICAL INFORMATION

****Up-to-date Immunization Records are required BEFORE enrollment****

Child's Physician _____ Phone # _____

Address _____

Child's Dentist _____ Phone # _____

Address _____

Has your child been tested for food, airborne, skin, or insect sting allergies? Yes No
If yes, please list child's allergies _____

Does your child have any special health needs that the school should know about? Yes No
If Yes, please list and explain _____

Please check and date the appropriate line for the condition or diseases your child has had:

Measles _____ Vision Problems _____ Chicken Pox _____

Mumps _____ Fainting Spells _____ Frequent Colds _____

Diabetes _____ Bed Wetting _____ Defective Heart _____

Seizures _____ Frequent Throat _____ Frequent Ear _____

_____ Infections _____ Infections _____

Is it okay to apply sunscreen to your child? Yes No

Is your child currently taking any medications? Please list _____

Authorization for Emergency Medical Care

I hereby give my consent for Busy Bees Christian Preschool to have my child treated by a physician for medical or have surgical care in an emergency if parents cannot be reached. I give consent for a staff member to transport my child for emergency medical treatment if parents cannot be reached. I authorize the staff to administer TYLENOL if my child has a fever and parents cannot be reached.

Parents/Guardians Signature

Date



Tuition Agreement

The following fees are based monthly payments made via automatic withdraw (ACH) please see payment terms for clarification and explanation of applicable fees. All fees are subject to change.

Application Fees	\$.50.00 per child (One time, non-refundable.)		
Classroom/Age	Full Time	3 Days /Week Monday, Wednesday, Friday	2 Days/Week Tuesday, Thursday
Baby Bees 6 weeks – 18 months	\$ 693.00	\$ 525.00	\$ 400.00
Wee Bees 18 months- 30 months	\$ 670.00	\$ 525.00	\$ 400.00
Little Bees 30 months – age 3 after September 1	\$ 630.00	\$ 455.00	\$ 347.00
Bumble Bees Age 3 before September 1	\$ 607.000	\$ 455.00	\$ 347.00
Honey Bees Age 4 by September 1	\$ 585.00	\$ 455.00	\$ 347.00
Annual book fee: \$25.00			
After School Program	\$ 217.00	n/a	n/a

continued

Payment Terms:

- Registration and first week’s tuition are due before a child attends.
- Tuition payments are due before the close of business (6:00 p.m.) on the first Monday of each month via automatic withdraw (ACH).
- Tuition payments made by check will be accepted; however a monthly processing fee of \$10.00 will be assessed.
- Tuition payments may be made on a weekly basis; the fee table for weekly payments follows. Payments made on a weekly basis are due by the close of business (6:00 PM) each Monday.

Classroom	Full Time	3 Days/Week (M, W, F)	2 Days/Week (T, Th)
Baby Bees	\$165.00	\$126.00	\$ 98.00
Wee Bees	\$160.00	\$126.00	\$ 98.00
Little Bees	\$150.00	\$110.00	\$ 85.00
Bumble Bees	\$145.00	\$110.00	\$ 85.00
Honey Bees	\$140.00	\$110.00	\$ 85.00
Afterschool Program	\$50.00	n/a	n/a

- A late payment fee of \$15.00 per day will be assessed on all payments made after the first Monday of each month, or Monday of each week for weekly payments. If the account is not paid in full by the following Friday, the student will be suspended until the balance is paid in full.
- Tuition will be billed through the end of each month or week, and is non-refundable for early withdrawals.
- Busy Bees Christian Preschool reserves the right to increase tuition as needed.
- Adjustments or allowances will not be made for regularly scheduled school closings (i.e. holidays) or weather related closings. Credit will not be given for extended absences.
- Busy Bees Christian Preschool accepts state voucher payments. Should parents choose to enroll before the voucher program is prepared to cover payments, the parents are required to pay tuition in full until the voucher program assumes responsibility for the tuition payments.
- Late Pick Up Fees: A late fee of \$1.00 for every minute per child will be charged to parents of children who are picked up after 6:00 p.m. After 6:15 p.m. the Department of Health and Human Services and/or Farmington Police Department will be contacted as dictated by Arkansas State Law.

continued

DISMISSALS

From

Busy Bees Christian Preschool

Busy Bees Christian Preschool reserves the right to terminate a child's enrollment if it is in the best interest of the child and/or Busy Bees Christian Preschool to discontinue enrollment. Enrollment may be terminated when the following occurs:

- Parent gives false or incomplete information about enrollment requirements or fails to notify the director of changes in student or employment status
- Continued enrollment of the child becomes hazardous to the health or safety of the other children
- Parent fails to pay tuition and fees
- Parent fails to have child immunized or does not provide appropriate documentation proving a child's exemption according to Busy Bees Christian Preschool regulations
- Parental abuse of the policies and procedures
- Parents using offensive language or harassing staff
- Parental abuse of the late pick up policy

WITHDRAWAL

From

Busy Bees Christian Preschool

A parent or guardian may decide to withdraw a child voluntarily. A two week notice is required. Your account must be current and paid in full. A family will not be reimbursed for the current month of tuition. Please understand, if you would like to re-enroll your child at a later date they will be placed at the bottom of the waiting list and a new enrollment fee must be paid. Spaces will not be held for children who are dropped for the summer and wish to re-enroll for the fall. If you have withdrawn your child or your child has been dis-enrolled from the program, all prior balances must be paid in full before your child can be re-enrolled.

Date:

Parent(s) Signature & Date

**CHILD CARE FOOD PROGRAM
ENROLLMENT FORM**
(to be completed by parent or guardian)

Provider's Initial: _____ Date: _____ <small>(form valid for one year from this date)</small>

You have chosen a daycare that participates on the USDA Child and Adult Care Food Program (CACFP). It is our goal to assist in providing your child with nutritious meals/snacks. This enrollment information may be verified. The meal times, the meal pattern and the daily menus should be posted and available for parents at all times. If you have questions, or comments, or would like to learn more about the Child and Adult Care Food Program, contact our office.

Name of Provider/Director

Busy Bees Christian Preschool
Name of Day Care Facility

(479) 267-0456
Telephone

P.O. Box 1768 Farmington, AR 72730
Address

The following information is required by USDA Federal Regulation CFR 226.15(e)(2).

I wish to enroll my child(ren), whose names and enrollment information are given below, in the USDA Child and Adult Care Food Program. I understand this program reimburses day care facilities for serving nutritious, well balanced meals/snacks to day care children.

My child(ren) will be served the following meals:

(Please Circle) Breakfast AM Snack Lunch PM Snack Other _____

Child(ren) Information (please print)

First Name	Last Name	Age	Birthdate	Hrs of Care	Days of Week (circle)	Sex
			/ /	from to	SAT - SUN M - T - W - TH - FR	M F
			/ /	from to	SAT - SUN M - T - W - TH - FR	M F
			/ /	from to	SAT - SUN M - T - W - TH - FR	M F

Note here any food allergies or special needs your child(ren) have: _____

Doctor's Name: _____ Doctor's Telephone: _____

I understand my child(ren) will receive meals at no extra charge to me when they are in care during any scheduled meal service and receive meals. I understand that the day care facility cannot and will not discriminate for reasons of race, color, national origin, sex, or disability. There is to be no discrimination in admission policy, meal service, or use of facility. Any complaints should be addressed to: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

In case of emergency, please call: HOME # _____ WORK # _____

Parent Address: _____

Parent Signature: _____ Date: _____
(enroll-2007)

FREE AND REDUCED PRICE MEAL APPLICATION FOR CENTERS AND HOMES

Please see the instructions on the reverse side if you have questions, or you may call the center. #

1. PRINT: Child Information

> _____ CHILD/CHILDREN'S NAME(S) _____ AGE _____ Busy Bees Christian Preschool
 _____ NAME OF CENTER/PROVIDER

> _____

> _____ **Number of children claimed on this application** _____

> _____

> _____ **2. List the family Food Stamp number, if any, then skip to #5**

> _____ # _____

3. FOSTER CHILD: List the child's monthly personal use income. Write "0" if the child has no personal income. \$ _____

4. HOUSEHOLD MEMBERS AND MONTHLY INCOME: If you gave a Food Stamp case number for the child PART 2, skip to PART 5.

NAMES OF HOUSEHOLD MEMBERS	Gross MONTHLY Earnings (before deductions)				
	JOB 1	JOB 2	Monthly Welfare Payments, Child Support, Alimony	Monthly Pension/ Retirement Payments, SS Income	Any other Monthly Income
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

5. SIGNATURE AND SOCIAL SECURITY NUMBER: I certify that all the above information is true and correct and that all income is reported. I understand that this information is being given for the receipt of Federal Funds; that center officials may verify the information on the application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws.

X _____ # _____
 Signature of Adult Household Member Social Security Number*

Home telephone # _____ Work telephone # _____ Printed name _____

Street/apt # _____ City/state/zip _____ Date _____

6. RACE: Please circle the racial or ethnic identity of your child. You are not required to answer this question.

White Black or African American Hispanic or Latino Asian Hawaiian Native or Other Pacific Islander
 American Indian/ Alaskan Native Not Hispanic or Latino

* PRIVACY ACT STATEMENT: Section 9 of the National School Lunch Act requires that, unless your child's Food Stamp case number is provided, you must include the Social Security number of the adult household member signing the application or indicate that the household member does not have a Social Security number. Provision of a Social Security number is not mandatory, but if a Social Security number is not given or an indication is not made that the signer does not have such a number, the application cannot be approved. The Social Security number may be used to identify the household member in carrying out efforts to verify the correctness of the information stated on the application. These verification efforts may be carried out through program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp or welfare office to determine current certification for receipt of food stamps, contacting the state employment security office to determine the amount of benefits received and checking the documentation produced by household members to prove the amount of income received. These efforts may result in a loss of reduction of benefits, administrative claims, or legal actions if incorrect information is reported. The social security number may also be disclosed to programs as authorized under the National School Lunch Act and the Child Nutrition Act, the Comptroller General of the United States, and law enforcement officials for the purpose of investigating violations of certain Federal, state and local education, health, and nutrition programs.

FOR CENTER/PROVIDER USE ONLY

DO NOT WRITE BELOW THIS LINE

MONTHLY INCOME CONVERSION: WEEKLY X 4.33 EVERY TWO WEEKS X 2.15 TWICE A MONTH X 2

TOTAL HOUSEHOLD SIZE _____ MONTHLY INCOME _____ CHECK IF FOOD STAMP PARTICIPANT _____

Eligibility Determination: APPROVED FREE _____ APPROVED REDUCED PRICE _____ DENIED _____ Temporary: FROM _____ TO _____

REASON FOR DENIAL: INCOME TOO HIGH _____ INCOMPLETE APPLICATION _____ OTHER: _____

CHANGE IN STATUS: _____ REASON: _____ DATE: _____ DATE WITHDRAWN: _____

SIGNATURE OF DETERMINING OFFICIAL: _____ DATE: _____

Obligation to Serve Infants in the CACFP

Dear Parents/Guardians:

This institution/facility, _____, participates in the Child and Adult Care Food Program (CACFP) and receives USDA reimbursement for serving nutritious meals to infants and children. Participation in CACFP requires caregivers to follow specific meal patterns according to the age of the child being fed.

USDA regulation requires institutions/facilities participating the CACFP to offer formula and meals to infants who are in care during meal service times. However, parents/guardians may decline what is offered and supply the infant's formula and meals instead.

Please complete the following information:

Name of infant: _____ DOB: _____

Type(s) of formula offered: _____

_____ I **accept** the type(s) of formula offered by the childcare provider.

_____ I **decline** the type(s) of formula offered by the childcare provider.

I will provide _____ **formula/breast milk for my infant.**

_____ I **accept** the meals/snacks offered by the childcare provider.

_____ I **decline** the meals/snacks offered by the childcare provider.

Yes No I will provide meals/snacks for my infant.

Signature of Parent/Guardian

Date

1. This form must be kept on file for each infant enrolled for childcare.
2. As situations change, such as a medical authority changing the infant's formula, a new form should be completed.
3. This form must be kept current and accurate for each infant enrolled for childcare until the infant reaches one year of age or is no longer on infant formula or breast milk.
4. If the parent/guardian declines the formula and the provider provides meal/snack components, the meal may be claimed for reimbursement.
5. If the parent/guardian declines infant meals/snacks these meals and snacks may NOT be claimed for reimbursement.



Baby Bees Information Sheet

Please tell us all about your child!



Name _____

Nicknames you would like us to use _____

How often does your child usually eat?

How much to they usually eat at each feeding?

Feeding Instructions _____

Special Diapering Instructions: _____

What time does your child usually nap?

How long does your child usually nap?

Special Sleeping Instructions _____

Medical Needs and/or
Allergies _____

Special Instructions _____



Baby Bees Supply List

Please provide the following items:

Change of clothes

Diapers

Bottles or sippy cups

Pacifier

If needed

Crib sheet, blanket

We will launder them.

Formula or breast milk

If you choose not to use the formula provided.

Five to ten photos of family and friends for our class picture wall.

All items must be labeled in permanent marker; if not they will be labeled by the staff.

Parent's Manual
Version 1.2
June 2007



Busy Bees Christian Preschool
120 Southwinds Rd., Suite B
Farmington, AR 72730
479-267-0456
www.busybeeskids.com

INTRODUCTION

Thank you for choosing Busy Bees Christian Preschool. Like many parents in Northwest Arkansas, you want to provide your child/children with the best quality childcare, in an environment where they are well cared for and safe while you are at work or attending to other obligations.

Our motto at Busy Bees Christian Preschool is “Foundations for Excellence.” and we take that very seriously. Your child will look forward to coming to Busy Bees because they will learn in a safe, loving, and fun environment.

Busy Bees Christian Preschool is a licensed year-round preschool that teaches children to love learning before they reach kindergarten. The preschool’s physical facilities provide an excellent educational environment. They comply with all laws and regulations concerning food service, health and sanitation, building codes, and fire safety regulations.

The administration has carefully interviewed all potential employees. In accordance with the laws of the State of Arkansas, all employees have received a thorough background check. This is done so that your child will receive the best of instruction and care.

We will teach your child how to interact with others as Jesus commanded (“Love one another as I have loved you”), how to communicate in two languages (English and Spanish), basic Bible principles, and foundational math and reading skills. Your child will have fun singing, working on crafts, playing games, and making new friends at Busy Bees Christian Preschool.

Thank you for entrusting us to teach your child, it is an honor.

Busy Bees Christian Preschool
MISSION STATEMENT

Provide a safe, loving environment that encourages children to learn and develop while leading them to Christ.

Busy Bees Christian Preschool
STATEMENT OF FAITH

We believe the Bible to be the inspired, infallible, and authoritative Word of God, without error in the original writings.

We believe in one God existing in three persons, the Father, the Son, and the Holy Spirit.

We believe that all people fall short of God's requirements, and that their only hope is to place their faith and trust in the Lord Jesus Christ.

We believe we are saved by grace through faith in Christ, not by anything we can do by ourselves.

We believe all God's commandments are summarized by "Love the Lord you God with all your heart, soul, and strength;" and "love your neighbor as yourself".

Busy Bees Christian Preschool
PHILOSOPHY OF TEACHING

"Foundations for Excellence."

Leading each child to Christ

We firmly believe that a living, personal relationship with Christ can begin in childhood. We use a Bible-based and Christ-centered curriculum, so your child will be instructed in the truth of the Gospel from the very first day. Each of our teachers has signed a statement of faith and is committed to reinforcing Christian values.

Optimizing each child's potential

We encourage each child to explore and appreciate God's world in a safe, stimulating, and creative learning environment. The bilingual component of our educational program will help prepare your child for the diversity in our world.

Valuing each child's uniqueness

Each child is a special creation of God, chosen and loved by him as his own child. We believe that children should learn to recognize and appreciate their own unique gifts and abilities by having those qualities valued by the influential adults in their lives.

Encouraging each child to develop relationships

As children approach their elementary years, they must learn to interact properly with peers and adults outside of their homes. We provide an opportunity to develop positive relationships and learn essential social skills in a friendly, supervised, environment.

Busy Bees Christian Preschool
PHYSICAL FACILITIES

Busy Bees Christian Preschool is designed to be attractive and to enhance the development of your child. Busy Bees Christian Preschool is currently licensed to have 120 children in our facility. The building consists of a front office, administration office, 5 large classrooms, and a commercial kitchen. Our classrooms are designed so that each child will have ample space for learning. Each classroom is equipped with restroom facilities and drinking fountains. Our building is air-conditioned and heated so that a comfortable temperature may be maintained throughout the day. There is ample overhead lighting and windows in each room.

Busy Bees Christian Preschool has a fenced-in playground created by Arkoma Playgrounds and Supply. Our surfacing has been created especially for pre-school playgrounds. The equipment is guaranteed to provide your child with many creative ways to run, climb, free play, and imagine while remaining safe.

AGES SERVED

By

Busy Bees Christian Preschool

Busy Bees Christian Preschool accepts children 6 weeks to Kindergarten. We also accommodate school age children through the third grade for our after school program.

Busy Bees Christian Preschool
NON-DISCRIMINATION POLICY

Busy Bees Christian Preschool accepts applicants for enrollment without regard to race, religion, color, sex, or national origin.

Busy Bees Christian Preschool
HOURS OF OPERATION

Busy Bees Christian Preschool is open year round, Monday through Friday, from 7:00 AM to 6:00 PM.

Busy Bees Christian Preschool
HOLIDAY CLOSINGS

Busy Bees Christian Preschool is normally closed for the following holidays:

- Labor Day
- Thanksgiving
- Christmas (December 24 and 25)
- New Year's Day (January 1)
- Good Friday
- Memorial Day
- Independence Day (July 4)

When one of these holidays falls on a weekend, Busy Bees Christian Preschool will close on either the Friday before or the Monday after the holiday.

Busy Bees Christian Preschool
INCLEMENT WEATHER POLICY

It may become necessary to close school or to dismiss early because of inclement weather or some other uncontrolled natural event. In the event of bad weather or possible school closings, please tune to TV 40/29.

There is no reduction in tuition for holidays or other days off for the reasons stated above.

CHILDS ARRIVAL

At

Busy Bees Christian Preschool

Children should arrive at the preschool fully dressed and ready to participate in the day's events. We do not staff extra people to assist in changing children out of their pajamas. To determine what the daily schedule is and what activities are planned for the week, parents may check with their child's classroom teacher.

SIGN IN AND OUT

Of

Busy Bees Christian Preschool

Arkansas State Licensing requires that all parents/guardians sign their child in and out each day. You must sign in/out with your full name, legibly, and indicate the time as dictated by the clock in the preschool. Please have a photo ID present at all times as it is our facility policy to check those regularly.

ABSENCES

From

Busy Bees Christian Preschool

Any time a child will be absent, parents are asked to please notify the preschool as soon as possible. Advance notice when your child is absent allows the staff to better plan for the day. Please notify the director when your child has an illness. It is our policy to post any contagious illness that may spread to other children so staff and families may be aware and take extra caution. Please know that your child's privacy and identity will be held in the strictest of confidence. There is no tuition reimbursement for days absent.

HEALTH POLICIES
At
Busy Bees Christian Preschool

Immunizations: State licensing requires that all children upon their fourth birthday receive their Kindergarten immunizations. Up-to-date immunizations are required by Arkansas Law and by the Arkansas Department of health for all children who attend a childcare facility. Immunizations not only protect your child, but also protect other children from being exposed to a disease that your child could carry. A child will not be allowed to enter Busy Bees Christian Preschool without an immunization record unless they have completed an application for exemption and received a written exemption from DHS. Otherwise, all children must be up to date on immunizations. After enrollment, when a child receives an immunization, the parent/guardian must bring the immunization record to the director so that a copy can be made. Failure to obtain required immunizations or exemptions as they are due is grounds for dismissal from the program.

Daily Health Check: A health check will be made daily by the teacher in charge upon the child's arrival. Questions may be asked of the parent concerning any unusual observations of the child in general. If bruises or injuries are present, it will be documented by the staff. Children will not be allowed to stay if they have a fever, a possibly contagious rash, or diarrhea.

When an **Antibiotic** is prescribed for infection, doctors recommend that the child take the antibiotic for 24 hours before returning to the preschool. Busy Bees Christian Preschool will follow that guideline unless the parent brings a statement from the physician stating that the child can return sooner. Such a statement will be accepted only when no signs of illness exist. **If antibiotic is needed three times or less per day, all doses should be administered at home.**

Busy Bees Christian Preschool will not administer medication (except an EPI pen for children who are allergic to bee stings). Currently, Busy Bees Christian Preschool does not have a nurse on staff to administer medications; so please take care of this at home.

Advance arrangements should be made for the care of a child when the child is sick, if the parent will be unable to stay home with the child. Parents/Guardians should call the director early in the day to report an absence or to ask about symptoms of illness if uncertain about bringing their child to preschool. A call may prevent an unnecessary trip to Busy Bees Christian Preschool, because **sick children will not be allowed to stay.**

If a parent/guardian is contacted to pick up an ill child, promptness is expected. The child's data sheet must always be kept up-to-date so that the staff will be able to find the parent/guardian in the event that their child becomes ill.

Please understand that these policies are in place to protect your child, rather than to create a hardship on anyone. **A child sent home with any illness will not be able to return to the preschool for 24 hours. This means if a child is sent home during the day, he/she may not return the next morning, but must wait until the 24 hour period has passed or has a doctor's note stating that the child may return to preschool and is not contagious.**

Parents should keep their child home if the following conditions exist:

Fever: a child cannot be at Busy Bees Christian Preschool while taking Tylenol or another fever reducing medication in order to maintain a normal temperature.

A child will be sent home if temperature is at or above 100 degrees. If other symptoms exist, a child may be sent home with a lower temperature than those stated above.

Diarrhea: three (3) or more watery stools in a 24 hour period

Vomiting: on two (2) or more occasions within the past 24 hour period

Difficult or Rapid Breathing

Severe Coughing

Skin Conditions which have not been diagnosed as non-contagious by a physician, including but not limited to:

Yellow (jaundiced) eyes or skin

Contagious stages of chicken pox, measles, or rubella

Untreated scabies or head lice

Untreated impetigo

Red Swollen Eyes with white or yellow discharge (until on antibiotics for at least 24 hrs or until physician releases)

Head Lice Policy: Busy Bees Christian Preschool has a “no nit,” policy. If head lice or nits are found on your child, you will be called to pick up your child immediately. The child will be checked upon their return to Busy Bees Christian Preschool and may stay if proof of treatment is shown and the child is “nit free.”

**Busy Bees Christian Preschool
INJURY POLICY**

Simple injuries will be cared for by the staff. A written “Oops” report will be given to the parent explaining what happened. In the event that a serious injury is involved, parents will be notified at once, an incident report will be filled out, and if necessary, the physician referenced in child’s file and/or emergency services will be contacted. In the event that a parent cannot be reached Busy Bees Christian Preschool will contact the provided emergency contacts in the child’s file. Parents are responsible for any expenses incurred due to an injury.

**Bees Christian Preschool
TUITION and LATE PICK UP FEES**

The following fees are based monthly payments made via automatic withdraw (ACH) please see payment terms for clarification and explanation of applicable fees. All fees are subject to change.

Application Fees	\$50.00 per child (One time, non-refundable.)		
Classroom/Age	Full Time	3 Days /Week Monday, Wednesday, Friday	2 Days/Week Tuesday, Thursday
Baby Bees 6 weeks – 18 months	\$ 693.00	\$ 525.00	\$ 400.00
Wee Bees 18 months- 30 months	\$ 670.00	\$ 525.00	\$ 400.00
Little Bees 30 months – age 3 after September 1	\$ 630.00	\$ 455.00	\$ 347.00
Bumble Bees Age 3 before September 1	\$ 607.000	\$ 455.00	\$ 347.00
Honey Bees Age 4 by September 1	\$ 585.00	\$ 455.00	\$ 347.00
After School Program	\$ 217.00	n/a	n/a

Payment Terms:

- Registration and first week’s tuition are due before a child attends.
- Tuition payments are due before the close of business (6:00 p.m.) on the first Monday of each month via automatic withdraw (ACH).
- Tuition payments made by check will be accepted; however a monthly processing fee of \$10.00 will be assessed.
- Tuition payments may be made on a weekly basis; the fee table for weekly payments follows. Payments made on a weekly basis are due by the close of business (6:00 PM) each Monday.

Classroom	Full Time	3 Days/Week (M, W, F)	2 Days/Week (T, Th)
Baby Bees	\$165.00	\$126.00	\$ 98.00
Wee Bees	\$160.00	\$126.00	\$ 98.00
Little Bees	\$150.00	\$110.00	\$ 85.00
Bumble Bees	\$145.00	\$110.00	\$ 85.00
Honey Bees	\$140.00	\$110.00	\$ 85.00
Afterschool Program	\$50.00	n/a	n/a

- A late payment fee of \$15.00 per day will be assessed on all payments made after the first Monday of each month, or Monday of each week for weekly payments. If the account is not paid in full by the following Friday, the student will be suspended until the balance is paid in full.
- Tuition will be billed through the end of each month or week, and is non-refundable for early withdrawals.
- Busy Bees Christian Preschool reserves the right to increase tuition as needed.
- Adjustments or allowances will not be made for regularly scheduled school closings (i.e. holidays) or weather related closings. Credit will not be given for extended absences.
- Busy Bees Christian Preschool accepts state voucher payments. Should parents choose to enroll before the voucher program is prepared to cover payments, the parents are required to pay tuition in full until the voucher program assumes responsibility for the tuition payments.
- Late Pick Up Fees: A late fee of \$1.00 for every minute per child will be charged to parents of children who are picked up after 6:00 p.m. After 6:15 p.m. the Department of Health and Human Services and/or Farmington Police Department will be contacted as dictated by Arkansas State Law.

DISMISSALS

From

Busy Bees Christian Preschool

Busy Bees Christian Preschool reserves the right to terminate a child's enrollment if it is in the best interest of the child and/or Busy Bees Christian Preschool to discontinue enrollment. Enrollment may be terminated when the following occurs:

- Parent gives false or incomplete information about enrollment requirements or fails to notify the director of changes in student or employment status
- Continued enrollment of the child becomes hazardous to the health or safety of the other children
- Parent fails to pay tuition and fees
- Parent fails to have child immunized or does not provide appropriate documentation proving a child's exemption according to Busy Bees Christian Preschool regulations
- Parental abuse of the policies and procedures
- Parents using offensive language or harassing staff
- Parental abuse of the late pick up policy

WITHDRAWAL

From

Busy Bees Christian Preschool

A parent or guardian may decide to withdraw a child voluntarily. A two week notice is required. Your account must be current and paid in full. A family will not be reimbursed for the current month of tuition. Please understand, if you would like to re-enroll your child at a later date they will be placed at the bottom of the waiting list and a new enrollment fee must be paid. Spaces will not be held for children who are dropped for the summer and wish to re-enroll for the fall. If you have withdrawn your child or your child has been dis-enrolled from the program, all prior balances must be paid in full before your child can be re-enrolled.

CHILD'S PERSONAL SUPPLIES

At

Busy Bees Christian Preschool

Parents/guardians need to supply one or more complete changes of clothing including socks, outer garments suitable for outdoor play (seasonal), a sheet for child to place on cot, and a blanket for child to place over himself/herself during their rest period. At the end of each week, parents/guardians must take blankets home for cleaning, and return them at the beginning of the following week. Clothing must be replaced as needed and seasonally. Parents/guardians should check their child's cubby each day to see that supplies are adequate for the following day. If child does not have the needed supplies, a parent/guardian will be called to bring an extra set immediately. **Please label all personal items**, so your child's belongings will not be lost. Should a personal item be lost, please contact the preschool. Our teachers always do their best to keep up with personal items, however Busy Bees and its staff are not responsible for the protection or return of personal items. So, we ask that you do not send items unless they are necessary.

ITEMS BROUGHT FROM HOME

To

Busy Bees Christian Preschool

If your child has a security item, please allow them to bring it to the preschool so that, if they choose, they may use it during arrival transition and nap time. Please leave additional toys at home, unless specific instructions are given from the teacher for occasions like “show and tell.” We do not want home toys to become mixed up with the preschool toys or to become broken.

Busy Bees must comply with strict USDA nutritional guidelines, so we ask that you leave all food at home. Outside food and drinks are not allowed in the classrooms, except for holiday and birthday parties. **USDA regulations require that all foods served be prepared in a licensed food establishment.** Therefore, we cannot accept or serve food items made at home (including cupcakes, cookies, cakes). Prepackaged items (crackers, chips, string cheese, for example) can be served and baked items purchased and packaged at a licensed food establishment (such as a grocery store or bakery) are permitted on special occasions.

Busy Bees Christian Preschool

OUTDOOR PLAY POLICY

According to the Arkansas Licensing policy, “there shall be a total of at least one hour of outdoor play per day.” The children at Busy Bees Christian Preschool will go outside everyday unless rain or **extreme** temperatures prevent them from doing so. In cold and hot weather the time spent outside will be adjusted appropriately. Children will be taken out if at all possible. Please think of your child’s comfort and possible daily weather changes when you dress your child and plan appropriate outerwear so your child will be comfortable playing outside. **It is our policy that if a child is unable to participate in the day’s activities, such as outside play, the child should not attend preschool that day.**

Busy Bees Christian Preschool
STUDENT DISCIPLINE POLICY

At Busy Bees Christian Preschool, discipline is conducted with love. Discipline shall be consistent and appropriate to the child's level of understanding. Our goal is to teach each child acceptable behavior and self-control primarily through:

- Positive reinforcement – compliments, encouragement, and direct praise
- Daily reminders of rules in a clear, positive manner
- Redirection – when a child misbehaves suggest appropriate behavior
- Role Model – Each staff member is a role model for the children, demonstrating how to act and interact socially with love. Staff will model appropriate behavior that teaches acceptable vocabulary to express feelings
- Logical Consequences – actions have natural outcomes that teach children appropriate behavior
- Use of a supervised “time out,” when child repeatedly does not respond to a verbal instruction
 “Time out” shall not exceed one minute per year of child's age.

Busy Bees Christian Preschool shall **not** administer physical punishment; use profane language; place child in isolation without supervision; associate discipline with food, rest, toilet training, or illness; or use shame, humiliation, labeling toward any child, at any time.

Busy Bees encourages good communication between the home and preschool. Teachers and staff will keep parents informed of positive and negative behaviors that occur during the day. In the case of a persistent behavior problem, parents will receive written notification within the child journal and or in letter form and be asked to confer with staff regarding intervention. In the case of severe or continuous behavior problems (three, 3, written notifications), Busy Bees Christian Preschool will dismiss the child. Busy Bees Christian Preschool reserves the right to dismiss any child at any time for a behavior that may cause harm to other children or staff. This includes but is not limited to conduct of the parent(s) pertaining to the situation.

Busy Bees Christian Preschool
SUSPECTED CHILD ABUSE and NEGLECT POLICY

Every employee is mandated by state statute to report any cases of suspected child abuse or neglect. Such a report is not a statement of blame; it is simply a statement that will result in an investigation by the proper authorities. In the event that the Department of Human Services carries out an investigation of child abuse, Busy Bees Christian Preschool and its staff will cooperate fully with investigators. All employees must be and are screened by the State of Arkansas for abuse and criminal records. The **child maltreatment hotline number is 1-800-482-5964**. Children may be subject to interview by licensing staff, child maltreatment investigators, and law enforcement officials to determine licensing compliance or for investigative purposes.

PARENT/STAFF COMMUNICATION

At

Busy Bees Christian Preschool

Please check the bulletin boards and signs near the entrance door for general information which might be posted. A parent may read about a specific day in a specific classroom by reading the posting by the door of that classroom. Each child has a daily folder that teachers and parents may communicate with one another in. Any parent may schedule a conference with a particular teacher or staff member by calling the front office to make an appointment. Feel free to let the director know your compliments, concerns, complaints, and any suggestions for Busy Bees Christian Preschool improvements.

EMERGENCY PROCEDURES

At

Busy Bees Christian Preschool

In the event that an emergency, such as fire or environmental hazard, requires an evacuation of our facilities students will be taken to the US Post Office located approximately ½ block north of the school. Parents will be contacted immediately by the staff to pick up their child. In such an event it is imperative that you sign your child/children out before taking them from the evacuation site. Staff and students will remain at the evacuation site until all children are picked up by their parents.

Thank you again for the privilege of educating your child. We ask that you retain this manual for future reference. Updated versions of this manual may be obtained from the office at anytime. We invite your questions, comments and suggestions.