

BEE U LEARNING CENTER, LLC.

NEW PARENT GUIDEBOOK

**OFFERING INFANT / TODDLER CARE, PRESCHOOL
PROGRAMS**

AND BEFORE / AFTERSCHOOL CARE



CALL us at (203) 798-0015 or EMAIL us at BEEULC@GMAIL.COM to set up an appointment and tour our school

WE ARE LOCATED IN BERKSHIRE CORPORATE PARK AT 15 PARKLAWN DRIVE IN BETHEL, CT. 06801



We would like to welcome you to our school and family at Bee U Learning Center. Please allow this guidebook to familiarize you with our school mission and policies in our infant/toddler and preschool classrooms. Our hope is that we can provide you with a clear picture of our early childhood learning programs and what you and your child can expect from our school on a daily basis.

OUR SCHOOL MISSION

Our school mission at Bee U Learning Center is to be a strong support system for parents; giving each of them the highest quality of affordable childcare and the best quality of early learning education for their child. We will do this by creating a learning environment where teachers and parents will work together to provide lessons, roles and teachings towards a happy and healthy childhood. We will utilize Connecticut framework, standards and benchmarks which will allow us to send well-prepared children into the school system; creating our future leaders of tomorrow.

ENROLLMENT REQUIREMENTS

In order for your child to be accepted into our childcare or preschool program, we must first have all of the following:

- Registration Form(s)
- Registration Fee (non-refundable and renewable annually)
- Tuition Deposit (2 weeks)
- Parent Contract
- Parent Permissions
- Health and Family History
- Child Care Health Record(s) - to be completed and sent to us by your child's physician and dentist.

REGISTRATION FEE AND DEPOSIT

In order to register for our childcare or preschool program there is a non-refundable registration fee (of \$65 for one child and \$100 for two children) and a non-refundable deposit (two weeks of tuition). This deposit will be applied to your last two weeks with Bee U when you have submitted in writing your intent to withdraw your child (it must be 15 days prior to leaving and after attending our center for at least 60 days).

TUITION AND FEES

- Tuition is payable in advance every Monday. Payments are made at our office or can be given to your classroom teacher. There is a brown basket on the wall located next to the office door for tuition checks. Please do not send the tuition in with your child.
- Checks can be made payable to Bee U Learning Center, LLC.
- Late tuition payments will be charged a penalty of \$10 for each day late. If you know that you will not be able to make the payment please speak to our office so that other arrangements can be made. An additional fee of \$25 will be added to your balance if your bank returns a check for any reason.
- If your child will be absent due to illness, vacation, or an extended leave the parent is still responsible for full-tuition. Additionally, no credits are given for absences, closures due to weather or other unforeseen emergencies.
- Full tuition is required year-round to reserve your child's space.
- If you will be on vacation during the months of July or August please allow one week's tuition at half rate to retain your child's space at the center.

HOURS OF OPERATION

Monday – Friday from 6:30 a.m. until 6:30 p.m.

CLOSINGS

Please use www.CTWeather.com and WFSB to check for school closings. We will delay one hour, opening at 7:30 a.m. instead of 6:30 a.m., this is the case ONLY when Bethel Schools are closed or delayed.

You may also call us or check us out on Facebook to see if there are any changes to our normal hours of operation.

Please note that no credits will be given for closures due to weather or any unforeseen emergencies.

Holiday Schedule: School closed

| | |
|--|------------------|
| Monday, Sept. 3, 2018 | Labor Day |
| Thursday & Friday November 22nd ^h and 23rd, 2018 | Thanksgiving |
| Monday & Tuesday December 24 th & 25th 2018 | Winter Break |
| Monday, Dec. 31st & Tuesday, Jan. 1, 2018 | New Years Day |
| Monday, May 27th 2019 | Memorial Day |
| Thursday, July 4th 2019 | Independence Day |

Special Events

| | |
|----------------------------|------------------------|
| Tuesday, September 4, 2018 | First day of school |
| TBD | Grandparents Day-Pre K |
| Friday, December 21st | Santa's Elves Visit |
| TDB | 4 Year Old -Graduation |

2018-19 Bee U Learning Center Tuition

Registration Fee (renewable annually)

\$65.00 or \$100 for (2) children

Honey Bees, Busy Bees, Bumble Bees 3 Preschool Classroom (3 & 4 year olds)

| | |
|---|--|
| Transition rate for children who are not potty trained: | \$340.00 per week |
| Full-Time Care (6:30 am – 6:30 pm) | \$305.00 per week |
| Day Rate | \$ 93.00 per day |
| Additional Hours | \$ 13.00 per hour |
| Nursery School (9:00 am – 11:45 am) | \$140.00 for (5) mornings \$125.00 for (4) mornings \$105.00 for (3) mornings \$ 90.00 for (2) mornings |

Baby Bees and Sweet Bees

(3 months – 3 years)

| | |
|-------------------------------------|--|
| Full-Time Care (6:30 am – 6:30 pm) | \$370.00 per week |
| Day Rate | \$110.00 per day |
| Additional Hours | \$ 16.00 per hour (with availability) |
| Nursery School (9:00 am – 11:45 am) | \$232.00 for (5) mornings \$200.00 for (4) mornings \$160.00 for (3) mornings \$110.00 for (2) mornings |

The Beehive Before and After School Care (5 – 12 year olds)

| | |
|-------------------------------------|---|
| Before school care only | \$70.00 per week or \$17 per day |
| After school care until 5:30 pm | \$115.00 per week (full rate during breaks) or \$30.00 per day |
| After school care until 6:30 pm | \$152.00 per week (full rate during school breaks) or \$35.00 per day |
| School Holidays or closings | \$25.00 additional charge per day |
| Delayed Openings & Early Dismissals | \$20.00 additional charge per day |

DELINQUENT ACCOUNTS

If an account is two or more weeks past due Bee U Learning Center, LLC reserves the right to discontinue services. All unpaid balances will be turned over to a collection agency. Parents will be notified prior to this action being taken.

NOTIFICATION OF CHANGE

Please be sure to immediately notify our office of an address, phone number or a different parent alternate.

CHILD PICK UP, SAFE ARRIVAL AND DEPARTURE POLICY

Please notify us in advance if someone other than the usual person is to pick up your child. All alternate people will be required to show a proper state issued ID.

Each day all parents must personally sign in their child when dropping off and sign out their child when picking up. The time and day must be included and initialed.

ILLNESS / EMERGENCY

Bee U Learning Center is not able to care for children with illness without risking the infection of others and the disruption of programs. If a child becomes ill during the school day they will be placed in an alternate part of the classroom in order to isolate the spread of germs or infection. Once this occurs the parent will be notified and must pick up their child as soon as possible. Upon return to school child must be fever free for at least 24-hours without medication. Below are reasons a child should not attend school:

- **COUGH:** A child with a cough that is persistent, deep, croupy, or congested. A physician must evaluate the child for coughs that persists for more than one (1) week.
- **DIARRHEA or VOMITING:** Diarrhea or vomiting is considered contagious. A child must not have an incident of diarrhea or vomiting for 24-hours before returning.
- **FEVER:** A rectal temperature of 102F or greater or an armpit temperature of 100F or greater would necessitate exclusion from school. A child's temperature must be normal for 24-hours before returning.
- **NASAL DISCHARGE:** A clear discharge may be from colds or allergies. If the discharge is moderate and can be attributed to an allergy, your child will be allowed to attend school. However, if a child has a consistent runny nose, which is difficult to keep from contaminating toys, clothing, etc. your child will be sent home. Nasal discharge that is cloudy, thick, green or yellow and/or has a foul odor must be evaluated by a physician.
- **PAIN:** If your child develops pain, i.e. earache, toothache, headache, you will be notified and the child will be sent home.
- **CONJUNCTIVITIS (PINK EYE):** Conjunctivitis is a very contagious and serious condition. The symptoms are red and itchy eyes with yellow or green discharge. Pinkeye must be treated with a prescription eye medication. Your child may return to Bee U Learning Center 24-hours after starting the medication. A doctor's note, indicating that the child has been seen and is under treatment, will be required.
- **RASHES:** All rashes will be considered contagious. If your physician determines that the cause of the rash is not contagious, your child may return to Bee U Learning Center with a note stating he/she is not contagious.
- **TICKS AND SPLINTERS:** Embedded ticks and splinters cannot be removed at the center. You will be notified to arrange to pick up your child from Bee U Learning Center.

****Important Note**** If an emergency occurs that required hospitalization we will call you or your physician immediately. We will arrange for your child to be brought to Danbury Hospital by an Emergency Vehicle.

ADMINISTERING MEDICATION

Bee U staff will only administer medications with your written permission and your physician's. Parents must provide the medication with the proper authorization forms. Any powders, ointments, sunscreen and insect repellent are considered medication and must have a special non-prescription permission form filled out and on file. All items must be labeled with your child's name.

Parents can assist us by:

- Signing and dating the form, this can be picked up from the class or office.
- Making sure all medication is in the original container and the date, child's first and last name, doctor's name, and the dosage is plainly stated in the prescribed medication.
- Providing a measuring device that clearly indicates the correct dosage for the required medication.

Parents please know that:

- We cannot give a child their first dose of any medication.
- A child put on medication cannot return to school for 24-hours after taking the first dose.
- If a child goes to the Dr. in the middle of the day, they cannot return to school if they are put on medication.
- Only staff trained in the administration of medication will give children medicine.
- If we do not have a form on file we cannot administer medication.

BUILDING SECURITY AND ACCESS

Our building is equipped with a security system and a code will be given to you when registration is finalized.

SMOKING, PROHIBITED SUBSTANCE AND GUNS

- Indoor and outdoor environment used by our school is designated as a non-smoking area. The use of tobacco of any kind, alcohol, or illegal drugs is prohibited on the premises.
- Possessions of illegal substances or unauthorized substances are prohibited.
- No guns (except law enforcement who are required to carry firearms), or other lethal weapons are allowed in or around the facility.

EMERGENCY PLANS, DRILLS OR CLOSINGS

Emergency plans are posted in each classroom by the door. Fire drills are practiced monthly during different times of the day. Program closings will take place as emergencies arise. Parents will be notified by phone if a closing is necessary.

COMING TO BEE U LEARNING CENTER

IN THE BEGINNING

The first few days in a new classroom can be both exciting and tiring for a child. There will be a lot of new and great experiences during the first few days; so many new people, new expectations will be set for them, and new school / classroom routines and procedures will be learned.

Our staff is trained to make this transition as wonderful and as smooth as it can possibly be. Through all of the emotions that come from this new experience, communication between family and our staff will be very important in helping your child deal with any potential difficult situation. Please know that our door is always open for you to visit at any time; in fact we welcome it!

PARENT / TEACHER RELATIONSHIP

Communication between the family and our teachers is the best way to ensure a positive experience for your child. Since parents know their child best, you can provide us with very valuable insight into their interests, behaviors, approaches to learning, motivations and other facets of your child. We ask all parents to share any concerns as well as goals you may have for your child's learning path.

In exchange, we will provide our knowledge of child development, and our many years of experience in childcare with parents. Our teachers will share insight into the child's ability to interact with others and adults in a group setting.

We will do our jobs better when all lines of communication are open and our parent's keep us current on any new changes at home that may affect your child. Parents may share brief comments with teachers at drop off. If a parent needs more time with the teacher, they can schedule a conference with the teacher or the office staff.

We will make each and every effort to ensure that parents are kept up to date. School programs are shared in a number of ways: newsletters, letter to parents, bulletin boards, emails, calendars and an occasional phone call. Please review all carefully as they contain important information that will be great and helpful to know.

COMMENTS, QUESTIONS OR CONCERNS

We make a strong effort to exchange information as freely and fully as we possibly can. We always encourage parents to ask questions, provide feedback and communicate any concerns that you may have. Concerns about your child or about the classroom should be directed to the head teacher. If resolve cannot be made, parents are able to meet with the director about the concern. The director will work to provide a reasonable solution to any issue after communicating with all parties.

DISCIPLINE POLICY

Our centers' approach to discipline is to be proactive. It is handled in a manner that instructs rather than punishes. We operate with the full understanding that young children are in the process of learning; we will use modeling and behavior modification in place of "time out". We always aim to provide guidance, redirection, set clear limits, set up an environment to avoid conflicts, all while constantly supervising your child.

Should the child's actions be more serious in nature or the above mentioned approaches are not working, the child will be removed from the situation and brought to a quiet area of the classroom away from where the conflict took place. A teacher will then review with the child what happened using the appropriate language and positive guidance. The teacher will be speaking to the child slowly, calmly, and firmly while explaining why the action is wrong. Once the child is aware, the teacher will then help the child rejoin their class.

If a child continually behaves in a manner that could cause potential harm to him/her or others or if the child frequently causes the group to become unruly, the Director will be notified by the teacher, and she will place a call to the child's parent. The parent will have 2-weeks to solve the issue. If the parent is unsuccessful also, we will ask the child to be removed from the center. All staff is familiar with this policy.

The Director reserves the right to request the removal of your child if behavioral or non-payment problems remain unresolved. Should this action be needed Bee U Learning Center will provide 2-weeks written notice.

Prohibited disciplinary measures would include:

1. Corporal punishment; for example, hitting, spanking, shaking, or any rough handling of the child.
2. Verbal abuse; this would include yelling at a child or name calling.
3. Psychological abuse; this would include humiliating, frightening, or threatening a child.
4. Neglect; would include ignoring a child's request for something such as assistance, poor supervision, or neglecting to do anything that would promote the welfare of the child.
5. There shall be no attempts to withhold food, drink, or outdoor playtime.

Our staff has been instructed to use the following methods to avert disciplinary problems and to promote positive behavior:

1. Staff must model good behavior at all times; in speaking to one another, in providing an orderly environment, and establishing a daily routine.
2. Staff must encourage good behavior with praise and redirect poor behavior whenever possible.
3. Staff is to always give simple and clear instruction to each child.
4. Staff is to utilize behavior modification techniques.
5. Staff will endeavor to redirect the child whenever possible in place of reprimand.

Our 5 Step Plan for Discipline:

1. Speak to the child slowly, calmly, and firmly while explaining why the action was wrong.
2. If a second reprimand is necessary, have the child sit close to the teacher or the assistant teacher during the activity.
3. Bring the child to the Director or the Head teacher for a talk.
4. Call the child's parents.
5. Remove the child from the center.

With regard to the discipline of the toddler child (12 months – under 3 years), all staff is instructed that no form of "time out" is to be used. The toddler child is best handled with affection in all situations. A simple "no", "we must not do that" is all that we would say to the child if he/she becomes aggressive with another child. In these instances, diversionary tactics would also be used. Simply removing the child from the situation and drawing his/her attention to some other plaything is all that would be done.

THE BEE U LEARNING CENTER CURRICULUM

We use the Connecticut Guidelines for the Development of Infants and Toddlers Early Learning as well as the Connecticut Preschool Framework as the foundation of our classroom learning.

Infant and Toddlers (birth to 3 years) Learning:

A comprehensive set of guidelines that focus on the development of children. We will use the following guiding principles:

- Personal and Social Development
- Cognitive Development
- Physical Development
- Language Development and Communications

The Toddler Program Guidelines:

Please look over the list below which contains supplementary information regarding our policies for this program.

1. Must leave at least 3 changes of clothes (labeled) at the school.
2. Must provide a small sheet and lightweight blanket for naptime.
3. Each week send in 1 box of disposable diapers and wipes with your child's name on it.
4. All wet and soiled clothing will be placed in a plastic bag and given to you at the end of the day. Please provide with replacements for the following day.
5. A child must be at least 30 months old for us to toilet train. It will not start here until it has begun at home and the child is comfortable with the process.
6. Diapers must be worn at all times until the child is fully potty trained.
7. No child who is ill or has diarrhea will be admitted to the school.
8. Bee U staff will only administer medications with your written permission and your physician's. Any powders, ointments, sunscreen and insect repellent are considered medication and must have a special non-prescription permission form filled out and on file. All items must be labeled with your child's name.
9. In order for your child to fully participate in the 3-year old program, he/she must be fully potty trained. In the event your child is not they will enter our transitional 3's program whereas they will receive the 3-year old learning program from 9:00 – 11:45 and return to the Toddler Program for the remainder of the day.

Preschool (3 – 5 years) Learning:

Among the principles guiding the development in this program is the recognition that early childhood learning and development is multidimensional, that children in this age group are capable and competent, that developmental rates vary among each child, and that knowledge of child growth and development and consistent expectation are essential to maximizing educational experiences for children. We will be using the Connecticut Preschool Framework, its guiding principles, program goals, content and performance standards as follows:

- Personal and Social Development
- Cognitive Development
- Physical Development
- Language Development and Communications.

FIELD TRIPS

A few times in the school year Bee U Learning Center will present field trip opportunities. Ideas will be reviewed and visited to ensure overall safety. When a field trip is planned, parents will receive written notice in advance regarding the date, location, departure and arrival times and fees required.

Parents must sign a permission form for each field trip attended. Children without a signed form and proper payment will remain at the center on the day of the trip.

HOLIDAY AND OTHER CELEBRATIONS

During the holiday season we like to take time to celebrate special days to enrich the children's life experiences. At times we will request that parents bring in items at will for these events. Staff will post these events and ask for your support as needed.

BIRTHDAYS

We make a special effort to recognize each of our "Little Bee's" birthday at the center. If parents would like to help make the occasion more special or festive, we welcome you to share a healthy snack or a special treat.

CLOTHING

Parents must leave a clean change of clothes for each child in the event of an accident. An art smock will also be needed. Please be sure to label all items and place in your child's cubby.

Please dress your child appropriately for play and the weather.

NAPTIME

Supervised nap/rest periods are provided for all children who remain in the center for more than 5 hours per day. All teaching staff ratios are maintained during this time. All children will be given a cot for their rest period. Parents must provide a pillow, small blanket and any other desired items to aid in their rest period.

MEALS AND SNACK

Parents must provide a nutritious lunch for your child if all day care is provided. All lunch bags must include an ice pack. Please be sure to omit highly refined and sugary foods. Bee U will provide 2 nutritious snacks for your child in morning and afternoon. Bee U also offers other meal plans during the school year, check with office staff on schedule if you are interested.

BEE U LEARNING CENTER, LLC.



PARENT CONTRACT

I, _____ have carefully read, fully understand, and agree to abide by all the policies and procedures in the Bee U Learning Center, LLC guidebook which include but are not limited to following:

1. Discipline Policy -- The discipline policy was discussed with us.
2. Illness and Medication Policy
3. Payment and Tuition Policy
4. Vacation, Sick Days and Holiday Policy

Please note: Bee U Learning Center, LLC reserves the right to change tuition rates and/or all policies with 30-day written notice.

Child's Name: _____

Parent/Guardian Name: _____

Signature: _____ Date: _____

BEE U LEARNING CENTER, LLC



PARENT PERMISSIONS

| QUESTIONS | PARENT SIGNATURE | DATE |
|--|------------------|------|
| I give permission for my child to receive FIRST AID by Bee U Learning Center staff when needed | | |
| I give permission for my child to go on FIELD TRIPS accompanied by Bee U Learning Center staff | | |
| I give permission for my child to be PICKED UP from Bee U Learning Center when I am not able to do so by the below authorized alternate Name: Phone/Cell: | | |
| In the event of an EMERGENCY, I give permission for my child to be driven to the Hospital/Doctor by the staff at Bee U Learning Center OR by an approved Emergency Vehicle | | |
| In the event of a NATURAL DISASTER or any UNSAFE CONDITION, I give permission for my child to be transported by Bee U Learning Center to a location determined by our local civil defense director | | |
| I give my permission for my child to be photographed at Bee U Learning Center during school events and activities for school publicity | | |
| I give my permission for photos taken of my child to be posted on parent/staff ONLY Facebook page and/or on our Bee U Learning Center Website | | |

BEE U LEARNING CENTER, LLC



HEALTH AND FAMILY HISTORY

Childs Name: _____ DOB: _____

HEALTH HISTORY

Doctor: _____ Address: _____

Does your child have any serious illnesses or hospitalization? YES or NO If yes, please explain:

Does your child have any physical disabilities? YES or NO If yes, please explain:

Does your child have any allergies? YES or NO If yes, please explain:

Are there any medications your child takes regularly? YES or NO If yes, please list which one(s):

Does your child have speech or hearing difficulties? YES or NO If yes, what arrangements have you made for your child during this illness?

SOCIAL DEVELOPMENT

Is your child friendly? Aggressive Shy Withdrawn How does your child relate to siblings? _____

Adults: _____

How does child relate to strangers? _____ Does child demand a lot of attention? _____

How does child express feelings? _____ Does child have a tendency to wander? _____

Any known fears? _____ Previous Preschool experience? _____

FAMILY HISTORY

Mothers Name: _____ Fathers Name: _____ Child Lives with: _____

MARRIED SEPARATED OR DIVORCED DECEASED

In the case of custody arrangements, attach a copy of recent court document.

Are there any other children in the family? Name(s): _____ Age: _____

Language spoken at home? _____ Other members in the household? _____