



Welcome to Honey Bee Academy, LLC. This handbook contains information regarding the preschool/daycare program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about Honey Bee Academy, LLC

Philosophy and Goals

Honey Bee Academy, LLC was established to provide quality, loving care for children (four weeks to 12) years old. The staff recognizes the importance of balanced growth so they provide opportunities for mental, physical, and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your children.

Admissions

A child is considered to be enrolled in the center after the registration fee of \$30.00 has been received, the administrator confirms availability of space, and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.

Hours and Days of Operation

Then center will be in operation Monday through Friday 6:30 am to 6:00 pm. A late fee of \$5.00 per minute will be charged if a child is not picked up by closing time. The center will close to observe the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving, and day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve (4:00), New Year's Day. **If a holiday falls on a Saturday, the center will be closed that Friday and if a holiday falls on a Sunday, the center will be closed that Monday.** Early dismissal of 4:00 pm will occur on New Year's Eve. Full tuition is due for the weeks in which these fall.

Holiday Attendance Requirements

During the holiday season we require you to fill out and return a signup sheet stating whether your child will be in attendance. If you fail to do return one we consider that a no and your child may not attend during the days specified. If you return a sheet stating they will attend and not show up – you will be charged an additional \$30.00 fee. If at any point there is only 30 children or less signed up to attend, Honey Bee reserves the right to close.

Closures

Inclement Weather/ Natural Disasters/Government Mandates or Recommendations: On rare occasions, it may be necessary to close the center doors due to Inclement Weather/ Natural Disasters/Government Mandates. We will make every effort to open our doors at the normal time. If circumstances should arise, check Keloland.com, Facebook, and Brightwheel for closing information. **On these occasions, regular payment is expected.** You may use vacation time if you wish. If you have already used all vacation time regular payment is still due. We will do everything we can possibly do to stay open.

We have the right during these rare occasions to ask people who are not required to be at their place of employment or have other alternative child care to please keep your children home. By doing this we as a community are working together to help our first responders, nurses, doctors, etc have a safe place to bring their children. However, if one of these people have a spouse able to stay home we ask them to follow the same guidelines as everyone else.

Weather

Outdoor Activities: Questionable weather/temperature guidelines for outdoor playtime are as follows but these are at the discretion of the director.

Fall/Winter: 15 degrees above with a wind-chill factor not less than zero. For children to participate in outside activities during the winter months they must have coat, snow pants, hat, glove, and boots.

Spring/Summer: Unless temperature rises over 100 degrees, the children will go outside as scheduled. In extremely hot weather, shorter periods will be advised. Staff will encourage children to drink lots of fluids and apply their sunscreen as needed.

Communication

Parent and Staff: Parents are the primary and most important caregivers in their child's life. We strive to keep an open line of productive and supportive communication on a daily basis with our parents. This communication lets the child know that we are all working together to support his/her success at Honey Bee Academy. Daily parents will receive a report explaining your child's activities, special events, meals, naps, moods and if applicable diaper changes and feedings. This excludes School Age/ PreK children.

Parent Visitation: Parents are welcome at Honey Bee Academy anytime with or without notice. You may pop in for a visit anytime you want to check on your little one! You may also call at any time to speak with your child or his/her teacher.

Tuition/Fees and Payment Policies

Weekly Tuition: Tuition is due on Monday of the week, childcare is provided. If payment is not received by Wednesday at 8:00 am of the week of care, the account will be considered delinquent.

Family Discounts: There is a 10% discount off full-time multiple children families for the second child only of lesser tuition. Part-time families do not qualify for a discount.

Vacations: Each full-time child is granted 5 vacation days, part-time child is granted 3 vacation days. These days may be used individually or for an entire week. Vacation days start over on the anniversary of your child's admission date.

Holidays: Full tuition is due for any periods including holidays. Staff receives these days as paid holidays.

Registration Fee: A non-refundable registration fee of \$30.00 is charged for each child enrolled. A child is not considered enrolled until the registration fee is received.

Delinquent Accounts / Returned Checks: A fee of \$10.00 per day will be charged to the account if payment is not received by the designated day. (Please see above.) A \$50.00 fee will be charged for any returned checks due to insufficient funds. *The parent will be required to pay in cash until all account balances are settled.*

Late Pick-up Charges: If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. **A late fee of \$5.00 per minute per child will be charged after 6:00 pm.**

Termination of Services: A 14-day notice is required for termination of childcare. If a parent does not wish to give prior notice of termination, then two weeks tuition rates must be paid in full.

Reporting of Child Abuse and Neglect

On or before the first day at our center all staff members and volunteers are required to read and sign a statement that defines child abuse/neglect and states reporting requirements. Any staff member who feels that a child attending the center may have been abused/neglected is required by law to immediately report to the director. The director will then inform the Department of Social Services or a law enforcement agency.

Management of Illnesses

Honey Bee Academy, LLC provides children with a clean and healthy environment. However, we realize that children become ill from time to time. We observe all children as they enter the program and quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home! Please also plan and have a backup care plan in place if you are not able to take time off from work/ school.

Children must be excluded from childcare for the following illnesses:

Fever of 100.0 or higher, lethargy, irritability, persistent crying, difficult breathing, and/or manifestations of possible severe illness. MUST BE fever free for 24 hours without the use of Tylenol or Motrin.

Influenza or RSV: until fever is gone without use of Tylenol or Motrin and child is well enough to attend and participate in usual activities (must be gone for 3 to 5 days.)

Diarrhea or stool that contains blood or mucus: 2 or more stools in 24 hours. The child may not return until stool is normal for 24 hours.

Vomiting: the child may not return for 24 hours after the last time they vomited.

Mouth Sores associated with drooling, unless a physician has determined it not to be a communicable disease.

Rash with fever or behavior change, until a physician has determined it is not a communicable disease. – may return with a doctor's note.

Pinkeye or purulent conjunctivitis/eye infection (pink or red eye with white or yellow discharge, often matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eyes;) until examined by a physician must be on antibiotics for 48 hours before returning.

Tuberculosis: until a physician, concurring with the SD Department of Health, states the child is not infectious.

Impetigo: child may not return for 48 hours.

Strep Throat: child may not return for 48 hours after antibiotic started.

Head lice: child may not return for 48 hours and must have treated twice
Scabies: until treatment has been completed child may not return for 72 hours.

Chicken Pox: child may not return for 7 days after onset of rash and all lesions must be dried and crusted.

Whooping Cough: child may return after 7 days of antibiotic treatment.

Mumps: child may not return for 12 days.

Measles: child may not return for 7 days.

Hepatitis A: until 10 days after onset of illness or jaundice (if symptoms are mild).

A sign on the door will notify parents if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

Accidents and Injuries: In the event of a serious emergency, Honey Bee Academy will alert a parent as soon as possible. If a parent cannot be reached, we will contact the Emergency Contact person you provided to us in your child's application. If this is not possible, he/she will be taken to the nearest hospital or to the hospital designated by an ambulance. Please be sure to give us up-to-date contact information if you will be at a different number for a day or if your contact information changes.

If your child is not seriously injured (scrapes, bumps, etc...) our staff will handle the situation appropriately and inform you when you pick up via an "Accident Report" that will be kept in your child's file for review if necessary.

Medications: Medications may only be administered with the written consent of the parent or guardian and only if the consent lists the name of the medication and the date or dates the medication is administered. Medications must be kept in their original container with the original label.

The label for prescription medications must contain legible directions for use, the expiration date, the child's name, and the physician's name. Medications requiring refrigeration must be placed in another nonabsorbent container.

Immunization Records: It is required by State Licensing that we receive a copy of our child's current immunization records before you child state date. If you child is behind on his/her immunizations we need a written and signed explanation from your child's physician.

Discipline

Preventative Measures: Children are not expected to immediately understand or fully comply with all of the rules. They are gently taught, reminded or when necessary redirected. Our staff has set up the environment to encourage cooperation, sharing, and self-directed play rather than promoting aggressive behavior. Preventative measures and other forms of discipline are used such as:

- Designing the environment to show children what is expected
- Alternating quiet and active play periods
- Modeling appropriate behavior
- Redirecting the children to alternate activity
- Discussing the situation using modeling words that children may use during a disagreement
- Removing the child to a place within sight of the caregiver for a short period until the child regains self-control.

Aggressive/ Disruptive Behavior: In the event that a child repeatedly engages in aggressive/disruptive behavior, the following actions will be taken:

- A parent may be called if the child's behavior becomes harmful towards the other children or staff in an attempt for the parent to calm the child over the phone.
- If the child is not calmed over the phone, the parent may be asked to pick the child up for the day.
- Discussions will take place between the Teacher and Parent on a daily basis.
- If a resolution still cannot be reached and the behavior is still aggressive/disruptive to the center that it is preventing the staff from attending to the other children, the child will be temporarily disenrolled until the problem is solved. If the problem continues after the child return, he/she may have to be permanently disenrolled.

Drop Off and Pickup

Arriving and Leaving the Center: Center hours are 6:30 am to 6:00 pm Monday through Friday. Children should not be dropped off or picked up outside these hours. All children must be brought into the building. Please be sure to “check” your child in and out daily and notify the center when you child will be unable to attend that day.

Authorized Child Pickup: If someone other than yourself will be picking up your child for the first time, we will require picture identification. We will not under any circumstances allow your child to leave with an unauthorized person. Please understand that this is completely for the protection and safety of your child. If a custody situation arises, please provide the director with proper legal documentation.

Personal Items

Clothing: Please send a complete change of clothes, which can be kept in your child’s cubby to allow for a comfortable and dry change when needed. Please make sure they are labeled to prevent confusion.

Toys / cell phones from home: Children may **NOT** bring toys from home to Honey Bee Academy. They inevitably end up lost, broken, or brought home by someone else. Honey Bee Academy does not accept responsibility for any toys or electronics brought into the center.

Blankets and Pillows: We are required by law to offer the children a rest time each day. Please send in a blanket, small pillow (if desired) and a nap mat labeled with your child’s name. Infants are provided with a crib and a crib sheet. **You MUST bring them home every FRIDAY and wash.**

Meals and Snacks

Honey Bee Academy, LLC provides breakfast in the morning at 8:00 am. The center also provides lunch at 11:00 am and afternoon snack around 3:00 pm. Each of the snacks will contain at least two nutritional foods. The lunches will meet all daycare licensing requirements. Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies. If you are aware that your child will not eat a particular food type, you may send a sack lunch from home.

Field Trips/ Transportation

Field Trip Fee: Periodically trips away from the center are planned and our wish is to include all preschool and school age children. There will be a fee to cover the cost of a field trip. Honey Bee Academy does not provide lunches on fieldtrips therefore you will be required to supply a sack lunch from home or there will an additional charge of \$5.00 for us to provide one.

School age and preschool age children are allowed to participate in a field trip activity. Insurance is provided for all center vehicles used to transport children. If a child is participating in field trips from the center, a Field Trip Release Form signed by the parent is required. These forms are provided for you in the childcare application.

Honey Bee Academy will use child passenger restraint systems for all children under the age of five. You may be asked to provide a car seat in the event of a field trip. Each vehicle will only carry the number of children allowed by vehicle passenger capacity.

Cancelations: Field trips may be cancelled or rescheduled at any time for any reason.

Sack Lunch Fee: \$5.00 per child per time – see above

Fuel Charge: \$50.00 due for all children three and up every May 1st