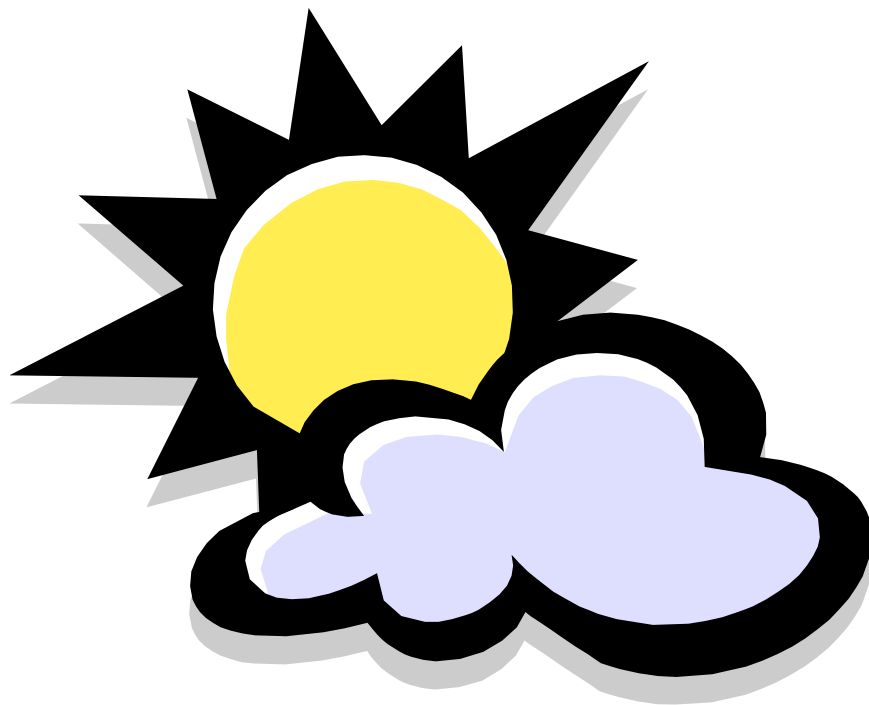


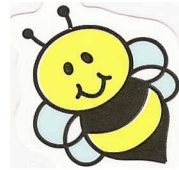


Busy Bees' Preschool



Each Child is Unique!
Darren Patterson Christian Academy

Revised 4/2017



Dear Busy Bees' Parents,

It is a great privilege for Busy Bees' Preschool to serve your family. Children are a precious gift from God and we are honored to be a part of the investment you are making in your child's life and future by allowing him to participate in our school. We solicit your prayers and support as we know we share the same goals. Your dedication and involvement are deeply appreciated.

This revised Parent Handbook will help you to understand some of the policies of our school. Please keep it in a handy place so that you can refer to it during the year.

Busy Bees' Preschool is a licensed preschool located at 605 S. San Juan in Buena Vista, Colorado. We are governed and supported by the Darren Patterson Christian Academy . A copy of the Minimum Standards for Colorado Child Care Centers is kept on file in the preschool office. If you wish to examine them, please ask the director. A copy of our latest inspections are also available for review. Busy Bees' Preschool admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded students at this school.

Once again, we thank you. and pray that the time we spend together will be enriching to you and to your child.

Sincerely,
Judy Phelps, M.Ed.
Director





Our Philosophy

Children are a gift from God assigned to us for a short time . It is our desire that the Busy Bees environment and curriculum would be a safe, enriching and fun place for children to explore, experience and get excited about the awesome world God made. We involve the whole child through sensory, physical, fine motor, musical ,verbal activities and more! Within our program, there are realistic expectations, energy, and LOVE ... lots of love . We stress kindness, independence and foundations for life, (academic, non-academic and Biblical). It is our intention that students will be exposed to new vocabulary through a curriculum that is rich in language and literature. We encourage students to engage in new activities while being challenged and supported at their own ability level. New experiences and materials will be presented ,but, old favorites are always available too! We try to teach by example allowing the students to see what God's love looks like in personal relationships and daily encounters. It is our goal to create an excitement for learning that will remain with our students for a lifetime.

Our purpose :

Darren Patterson Christian Academy equips preschool and K-12 students for excellence in Christian life and service by providing a nurturing, distinctively Christian school environment that emphasizes knowing Christ , imitating His character, and integrating the Bible in life while learning and mastering academic knowledge and skills. The uniqueness of each child is honored and encouraged.

Enrollment

A child must be three years old by September 1st and fully toilet trained to be considered for enrollment. A child with special needs is welcome to enroll providing the educational program, facility, and staff qualifications will meet the unique needs of the child without jeopardizing the safety and integrity of the program. A child may be a part of the Busy Bees program through age 6 (their pre kindergarten year) .

Classes are filled according to the date the enrollment application and registration fee are received in the Busy Bees office. When a class has reached its capacity, a waiting list will be formed to fill vacancies as they occur. Enrollment in classes will be limited to a number that will ensure each child the benefits of personal attention and adequate supervision. The number of children in each class will more than comply with the staff-student ratio required by the Colorado Department of Human Services large childcare facility licensing requirements.

At the time of enrollment, a \$30 registration fee will be collected to reserve your child's place in the class. This is an annual, non-refundable fee per child.

Required Forms

According to state law, each child shall have the following information on file at Busy Bees:

1. Registration/Personal Information Form
2. Emergency Information and Medical Release Form
3. Health Record and Certification of Immunizations
4. a signed multi topic permission slip

Please notify the preschool of any changes in home or business telephone numbers, addresses, or medical concerns as they occur.

Tuition

We try to keep our tuition as low as possible. Payment can be made in a lump sum on September 1 or divided into nine equal monthly installments. Payment is not contingent upon the number of days students attend each month. No adjustments are made for family vacations or missed days. The tuition is figured on the number of days the school is in session and has been calculated to exclude holidays and school vacations.

Tuition payments are due to Busy Bees on the first of each month and no later than the 5th. There will be a late fee of \$1 per day assessed to all accounts not paid by the 5th day of each month.

If you need to pay on a different schedule, please make arrangements with the finance office at DPCA **and** notify the Busy Bees director.

No credit for absences will be given **except** for a stay in the hospital of at least 7 days or a doctor monitored and documented illness lasting more than 10 school days.

Preschool Tuition Rates for 2017-2018

M-W-F \$ \$1665/ year (divided into 9 equal monthly payments of \$185)
T-Thurs \$ 1310/year (divided into 9 equal monthly payments of \$145.56)

Arrival and Dismissal

Busy Bees' Preschool hours are 8:00a.m. to 11:15 am

Each child must be escorted into and out of the preschool. Children must be signed in and out by the parent/guardian . If the staff member who releases the child does not recognize the party picking up, photo identification and/or driver's license will be required to verify the exact identity. A child not picked up by 12:00 will be taken to the DPCA office . **There will be a minimum \$5.00 late pickup fee assessed to students who are not picked up by 11:25 .**

Visitor Policy

Visitors coming into the building must sign in/out and state the purpose of their visit in the guest register at the front desk. Visitors will present their identification to the director or teacher in charge of the class upon entering.

Daily Program

A carefully planned curriculum and balanced program is offered to assist your child in the learning process. The curriculum includes varied activities of play, physical education ,reading readiness, music, devotions, creative art and exposure to quality, age appropriate children's literature, all of which help to lay the foundation for healthy(physical, mental, spiritual, and emotional) development of the whole child.

Safety

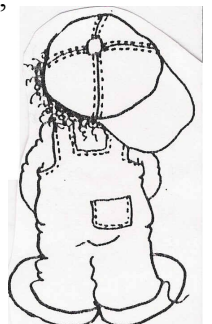
The school doors will remain locked at all times throughout the day. Staff will respond to the doorbell after identifying the visitor through the video monitor . A frequent head count will be taken as transitions occur to assure all children are safe and supervised at all times. Fire drills and safety training are ongoing during the school year. An evacuation procedure is in place and on file for emergencies..

What to Bring to School

Children should keep personal items in their backpack or cubby. Please discourage your child from bringing money, toys, candy and gum to school. The preschool is not responsible for damage to personal property or lost articles.

Transportation

We do not provide transportation. We occasionally take walking field trips. Your prior permission will be secured before leaving the school campus. In addition to giving you a note ,we will also post details of the trip on the school door. If your child will be arriving late on a field trip day, please call 395-2661 by 8:00 am to notify us .



Television and Video Viewing

We do not watch television at school. Occasionally we will watch a short video presentation to enhance a topic we are studying. Parents must sign a permission slip allowing their children to participate in these video lessons. The videos will be previewed by the staff and will be appropriate to the interest area we are studying.

Holidays

The preschool will follow the school calendar of DPCA for vacations and non-school days as determined by the DPCA board of directors prior to the start of the school year .

Attendance

If your child will not be in school, please call to let us know. You can call the school voicemail any time at 719-395-2661.

Snacks

Please inform the school of any known allergies or sensitivities. We will provide you with the appropriate form to complete so that we can still offer snacks for your child with allergies, or you may choose to provide your own snack. Please discuss any concerns with the Director.

Snack is served daily at Busy Bees. **Please note that we do not to serve home made or home canned food.** Snack should be in **store- sealed** containers. We try to serve kid-friendly, nutritious foods free of artificial sweeteners, preservatives, high sugar content, and food dyes as much as possible. Each child must wash hands with warm water and soap before snack. Our snack time is an extension of the curriculum allowing children to learn new vocabulary, try new things, be independent , follow serving instructions , use utensils,make choices, assist in set up and clean up procedures and practice table manners. We pray each day before snack is served .

Weather

When DPCA calls a snow day or other emergency closing, you will be notified by phone at your main contact number as early as possible. If you have questions and have not heard, please feel free to contact the director at 3954262

Health Policy

All students must have a completed medical form signed by a physician or the public health nurse. Students must be current with the state's immunization schedule. Please see the immunization letter from the State of Colorado included in your registration packet. We want to maintain a healthy and safe environment for our students . We do not administer medications at Busy Bees Preschool. Please arrange to stop in to administer a dose of medication to your child when necessary.

Please keep your child home if he has the following:

Unexplained ,abnormal rash, itching or swelling
Constant or productive cough or sore throat
Nausea, vomiting, or diarrhea
Eye redness, drainage or difficulty opening eyelids upon awakening
Runny nose due to infection. (To distinguish between allergy and infection, the latter is usually thicker and colored.)
Symptoms of a possible communicable disease. (These are sniffles, red eyes, sore throat, headache, abdominal pain, and possibly a fever.) Please notify the school at once if your child is diagnosed with a communicable disease. If your child is on medication, please do not return them to school until the medication has been administered for at least 24 hours and symptoms have subsided .

The preschool desires to provide conditions that encourage cleanliness and good health practices among the children and staff. A child becoming ill after arrival at school will be placed in a supervised, isolated area and his parents will be notified as soon as possible.

If your student is **not** immunized , you will be notified of outbreaks of serious illness and have the option to attend during that period of concern

Discipline

If discipline is needed, a child may be given short time away from the activity in which the rest of the children are participating. The child is always within sight of an adult and is in a lighted , well-ventilated area. Discipline will not be associated with food, rest, or toileting. Busy Bees' teachers will try to give guidance as positively as possible and will discuss any major discipline issues with parents as they arise.

Our goal is to teach moral living, based on Christian values, not by fear and inhibition, but by helping children accept the consequences for their actions, by clarifying situations ,choices and consequences. In this way children can develop inner control and self-discipline growing toward healthy independence.

Reporting Child Abuse

It is required by law that all suspected cases of child abuse be reported to the Department of Social Services. Failure to report a suspected case of child abuse or neglect is a civil offense punishable by a fine. The law specifically states that "Any person participating in good faith in the making of a (child abuse) report or in a judicial proceeding held pursuant to this title... shall be immune from any liability, civil, or criminal, that otherwise might result by reason of such reporting."

What to Wear to School

It is recommended that students dress in casual play clothes and non skid shoes. We use markers, paints and other materials that could potentially cause damage to clothing. Please choose clothing that is easy to take on and off for independence .

Outside Play

. We go outside everyday if weather permits. Please remember to send boots, hats, snow pants, and mittens for our winter play days. It is recommended that students have a hoodie or sweater and a pair of slippers in their cubby for chilly days inside. We discourage bare or stocking feet in the classroom.

Use of Sunscreen

_If desired, parents should apply sunscreen to their child's exposed skin before they come to Busy Bees. Please note if sunscreen has been applied on the sign in sheet daily.

Parent Teacher Conferences

You are always welcome to make an appointment to discuss your child's progress. Scheduled parent teacher conferences are offered in the fall and the spring

Accidental Injury

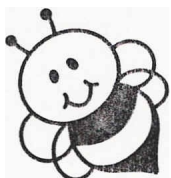
_In case of accidental injury we will make an immediate attempt to contact a parent. If we can't reach you or your emergency contact, we will call the child's physician. If necessary, we will call an ambulance. Until the arrival of the parent, the physician, or an ambulance, the Director will be in charge and make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense. The school will maintain a parent-signed consent form agreeing to this provision. It is to your child's benefit that you keep the school up-to-date on phone numbers, emergency numbers, and other pertinent information.

Withdrawal

We consider each child enrolled for the entire school year. If it is necessary to withdraw your child from Busy Bees or for us to withdraw services prior to the end of the school year, we require at least 2 weeks notice. Please contact the director in writing with your reason for leaving and the last date student will be in attendance.

If you have concerns about our program, please let the director know immediately. If the situation is not resolved satisfactorily, you may contact the DPCA administrator. If serious licensing concerns are apparent, parents may file a valid complaint with the division of child care at the Colorado Department of Human Services. You may call them at 303-866-5958 or write them at 1575 Sherman Street, Denver, CO 80203-1714. Any person intentionally making a false statement or report to the department may be fined

Please feel free to call us at any time.



Busy Bees' Preschool: 719-395-2661