

Busy Bee Parent Handbook



Avondale School District

aleesha.hollis@avondaleschools.org

A Community Education Program

Our Federal Tax ID number for tax purposes is:

38-6003043

School closings will be on all local TV stations or check the district website:

www.avondaleschools.org

Busy Bee Coordinator: Aleesha Hollis - 248-285-2336 (cell)

248-537-6402 (work)

aleesha.hollis@avondaleschools.org

Busy Bee is offered at all of our Elementary buildings during the school year.



Auburn Elementary

2900 Waukegan
Auburn Hills, MI 48326
248-640-0081

Open at 7:00am Close at 6:00pm (sharp)

Deerfield Elementary

3600 Crooks Rd
Rochester Hills, MI 48309
248-640-0092

Open at 7:00am Close at 6:00pm (sharp)

R. Grant Graham Elementary

2450 Old Salem Rd
Auburn Hills, MI 48326
248-640-0090

Open at 7:00am Close at 6:00pm (sharp)

Woodland Elementary

6465 Livernois
Troy, MI 48098
248-640-0098

Open at 7:00am Close at 6:00pm (sharp)

Meadows Learning Center

1435 W. Auburn Rd
Rochester Hills, MI 48309
248-285-2336

Open at 6:45am Close at 5:30pm (sharp)



Welcome to Busy Bee, the school-age before and after child care service provided to the Avondale Community. Busy Bee is licensed by the State of Michigan. The program follows the Avondale School District calendar. (www.avondaleschools.org)

This handbook will provide you with the policies and procedures associated with Busy Bee. Please become familiar with the contents and let your manager know if you have any questions or concerns.

Busy Bee Coordinator: Aleesha Hollis: 248-285-2336 (cell), 248-537-6402 (work)

Objectives:

Busy Bee provides the following:

- An opportunity for children to participate in a variety of activities that are developmentally appropriate and encourage social, physical, and intellectual growth.
- A safe and friendly place where children feel comfortable.
- A nurturing environment with competent and caring staff.
- A harmonious atmosphere that enriches the child's experience.

Fees & Registration Policy:

ALL BILLS ARE PRE-PAY ONLY!! Due on the Monday of the week we are in!

- \$75 fall registration fees will be collected for each child attending
- \$75 SUMMER registration fee will be collected for each child attending
- Payments can be made using PROCARE or PROCARE app (check email for invite)
- **You are charged for your schedule regards of lack of attendance** (plus additional day(s) if applicable, based on attendance)
- Schedules can only be made September 1st, January 1st, and April 1st
- Drops Ins are no longer taken due to numbers!
- \$10 late fees will be applied if the bill is not paid by the due date!
- **If your bill is not paid on the due date your child will not be able to return to the program until it is paid!**
- Late fees will occur if you pick you after 6:00pm, \$20 for every 15 minutes! This is due when you pick up and should be cash!
- You must register for a 3 day minimum (due to numbers)
- $\frac{1}{2}$ day and early release forms must be filled out on PROCARE or emailed to Busy Coordinator (aleesha.hollis@avondaleschools.org). Once you have signed up you will be charged even if you decide to cancel.

Admission/Withdrawal Policy:

Parents who wish to withdraw their child must fill out a withdrawal form. A second registration fee will be charged to return to the program. We ask that you notify us at least 2 weeks ahead of time to process the paperwork!



DISCIPLINE POLICY:

It is our goal to provide a safe environment for all children. When a problem occurs, the members of our staff use positive discipline methods to encourage self-control, self-direction, self-esteem, and cooperation. Redirection, discussion of feelings regarding the specific problem that occurred and having the child move away from the group, are some methods used. Children may be asked to fill out a think-sheet.

Inappropriate behavior will be brought to the parent's attention. In some situations the parents are called.

Chronic disruptive behavior will not be tolerated. For significant discipline issues an incident report will be written and given to the Coordinator and the parents. If the child receives 3 incident reports, the child will be suspended from Busy Bee for 3 days. During that time the parents must meet with the Busy Bee Manager to determine conditions for reinstatement.

If the child's BEHAVIOR CONTINUES they may be permanently expelled for the program. A child may be expelled for 3-7 days for hurting a child or staff member. Physically harming anyone is not tolerated! Expulsion from the program can and will be recommended!

Human Relationships:

1. Staff relate to all children in positive ways
2. Staff respond appropriately to individual needs of the children
3. Staff encourage children to make choices and to become responsible
4. Staff interact with children to help them learn
5. Staff use positive techniques to guide the behavior of the children
6. Children interact positively with one another
7. Staff and families interact with each other in positive ways
8. Staff work together to meet the needs of children



Indoor Environment:

1. The program's indoor space meets the needs of the children
2. The indoor space allows children to take initiative and explore their interests

Outdoor Environment:

1. The outdoor area meets the needs of children, and allows them to be independent and creative.
2. Each child has a chance to play outdoors/gym for at least 30 minutes out of every 3 hour block of time.
3. Children can use a variety of outdoor equipment for a quiet and active play
4. The playground equipment is suitable for the sizes and abilities of all children
5. The outdoor space is suitable for a wide variety of activities
6. District will post when pesticides will be administered
7. Children will not be allowed out if pesticides are being applied until safe to do so

Activities:

1. The daily schedule is flexible, and it offers enough security, independence and stimulation to meet the needs of all children
2. Children choose from a wide variety of activities and have an opportunity for physical play
3. Activities reflect the mission of the program and promote the development of all the children in the program
4. There is sufficient materials to support program activities

Safety, Health, and Nutrition:

1. The safety and security of children is our priority
2. The program provides an environment that protects and enhances the health of the children
3. The staff strives to protect and enhance the health of the children
4. Children are carefully supervised to maintain safety
5. Snacks are provided by the parents (we do not share snacks due to allergies)
6. It can be hot. Please provide a labeled water bottle for your child
7. When children will be bussed a permission slip will be given to parents

Administration:

1. Staff-student ratios permit the staff to meet the needs of the children
2. Children are supervised at all times
3. Staff supports family involvement in the program
4. Staff, families and schools share information to support the well-being of the child
5. The programs builds links to the community
6. The programs indoor space meets the needs of the staff
7. The outdoor space meets the needs of the children
8. Staff and children work together to plan and implement suitable activities
9. Program policies and procedures are in place to protect the safety of all children
10. Program policies exist to protect and enhance the health of all children
11. All staff are qualified to work with children (along with monthly training)
12. Staff are given an orientation before working with children
13. The staff is trained and given evaluations
14. The staff receives support to make their work experience positive
15. The administration provides sound management of the program
16. Program policies are responsive to the needs of the children and community

Health Care Policies:

All staff shall wash their hands appropriately and in the following manner:

1. Before and after using the toilet or helping a child with toileting
2. After handling bodily fluids, such as, mucus, blood, vomit, wiping and blowing noses or from sores (need to put on gloves)
3. After handling classroom animals
4. After cleaning or handling garbage

Staff shall assure that children wash their hands:

1. Before and after meals or snacks
2. After toileting
3. After contact with bodily fluids
4. After playing in sand and water
5. After handling classroom pets
6. Whenever soiled



Hand Washing Procedures:

1. Use soap and running water
2. Rub hands vigorously for 20 seconds
3. Wash all surfaces (backs of hands, wrists, between finger, under fingernails)
4. Rinse well
5. Dry hands with paper towel
6. Turn off water with the paper towel
7. Hand sanitizer should NOT be used unless soap and water are not available (field trips/ outside activities)

Bodily Fluids:

1. Call a custodian IMMEDIATELY for clean up
2. Staff members should wear rubber gloves when assisting a child with a bloody nose or bleeding cut or scab
3. When a child is vomiting
4. Cleaning up vomit or other infectious material
5. Area should be cleaned the proper way
6. Dispose of cleaning materials in double bag separate from trash
7. Flood area with a bleach solution and let stand 10 minutes (custodian)

Cleaning and sanitizing:

1. All classroom materials and equipment are cleaned and sanitized at the beginning of each semester (September/January). If a child has put a toy in their mouth or an ill child has played with a toy, the toy should be set aside, cleaned and sanitized
2. Classroom tables should be cleaned at least once a day!
3. Wash the item/table with soap and water
4. Rinse with water
5. Spray item with bleach solution (1 teaspoon bleach per quart of water)





Health and Safety Policies:

Outside play is planned everyday (weather permitting). Please dress your child according to the weather. Please wear tennis shoes for the gym and on walking trips. PLEASE DO NOT send your child in flip flops or open shoes. This is for their safety!!

If your child has a medical condition (asthma, diabetes, allergies) please be sure to inform the staff. YOU are REQUIRED to complete the proper medical forms and be sure that any necessary prescribed medication is available. It should ALWAYS be in the original prescribed container and have doctor's directions! You must provide an EPI pen to stay at Busy Bee (if applicable) .

Ill children should be kept home! If your child has any of the following conditions while at Busy Bee you will be called to pick them up right away.

1. A temperature of 100 degrees or higher (must be fever free for 24 hours before returning!)
2. Intestinal disturbances (Diarrhea or vomiting)
3. Undiagnosed rash
4. Sore or discharging eyes or ears
5. Any contagious disease (strep, pink eye)
6. Covid 19

If you can not be reached someone from your emergency card will be called. If your child is given an over the counter medicine while at Busy Bee it must be in the original package accompanied by a signed medical authorization form. Prescribed medication must be in the original container and have a medical authorization signed by the doctor with **specific** directions for administering.

Health Care Resources

<p>Oakland County Health Division 248-858-1280 www.oakgov.com/health 1200 North Telegraph Building 36 East Pontiac, MI 48341</p>	<p>National Capital Poison Center 1-800-222-1222 www.poisson.org</p>
<p>Ascension Crittenton Hospital 248-652-5000</p>	<p>www.wedmed.com</p>



Daily schedules are posted on the parents connection board. These schedules are tentative and could change. Please be aware of them.

Registration Policies and Procedures:

1. Complete registration forms (Registration form, Child information card and signed parent handbook agreement!). These **MUST** be complete. Your child can't attend without all of them! This is **STATE** and **DISTRICT POLICY!!**
2. You can pay a \$75 registration fee (non-refundable) and a \$50 pre-tuition payment (non-refundable). All forms must be complete and turned in, and the registration fee must be paid **BEFORE** they may attend!
3. If you are DHS all paperwork must be completed and approved by DHS before your child can attend. You must pay until confirmed by DHS. **NO Refunds!!!**
4. Summer Busy Bee is a \$75 registration fee and **ALL FORMS MUST** be filled out!!!
5. It is crucial for all forms to be kept current. If you have changes **PLEASE** let us know immediately!
6. All accounts must be kept up to date. Children will not be able to continue in the program if accounts are not kept up to date! We are **PREPAY ONLY!!**
7. No Registration will be accepted if there is a past due balance!
8. Statements given on Monday reflect the **PREVIOUS** weeks amount owed and amount paid.

Snack/Lunch Policy:

Parents are required to provide a snack for their child. During the summer you will need to provide a nutritious lunch, 2 snacks and drinks for the day. On $\frac{1}{2}$ days you will need a lunch and a snack. There is **NO HOT LUNCH!**

(Please, no glass containers and No **MICROWAVE POPCORN** for snacks and **NO candy!!**)

******MUST BRING REFILLABLE WATER BOTTLE******

We follow the district policy of a Peanut/Nut Free Environment!!



Drop Off/ Pick Up Procedures:

1. The STATE of MICHIGAN and District Policy requires all children to be signed in and out of the program. This should be a parent or person listed on the emergency card. Please make sure the staff member sees that you are dropping your child off and when you pick up!
2. If it is necessary to have someone other than those on the information card pick up your child you must notify the staff in writing. Identification will be asked for, so make sure they are prepared to provide it.
3. Unless custody has been established by court action, one parent may not limit the other from picking up their child. If there is a court order then we will need a copy of the order for our program, the main office and the district police liaison.
4. You are required to pick your child up by 6:00pm.
5. In the event of a building closure you will be contacted to pick your child up. In the event we can't reach you we will call someone on the emergency card.
6. An Alert Now may be used to call a large number of people quickly.

Late Pick Up:

You must call the Busy Bee manager in YOUR building to inform them that you will be late. (Manager numbers are on the back of the page of this handbook.) At 6:00pm the staff will start calling you or someone from the emergency card. If no one can be reached the staff will remain with your child for 30 minutes. If no one has arrived to pick up the child we are directed to call the police department to pick your child up. A note will be left informing you where to pick up your child. Repeated tardiness will result in dismissal from the program!

Late Fees:

Late fees begin at 6:00pm sharp. The rate is \$20 for every 15 minutes per family. This should be paid at the time of tardiness and paid in cash. Not paying a late fee can result in dismissal from the program!

Absences:

You are required to notify the Busy Bee staff when your child is ill. All absences are charged at the regular rate for the session that you have signed up for. If your child is attending on a date that you have NOT signed up for, it is YOUR responsibility to contact that Busy Bee staff, the main office and the classroom teacher so we know to look for them.. We don't want or need a missing child!

Dismissal Policy: Any of the following may result in dismissal from the program:

1. Failure to keep your account up to date
2. Dropping off before 7:00am
3. Picking up after 6:00pm
4. Any child who intentionally harms anyone
5. Any child who can not adjust to the behavioral expectations/recommendations
6. Not signing in and out DAILY
7. BULLYING

Billing Questions or Busy Bee Concerns: Business Hours are 7:00 am -6:00pm

Busy Bee bills every Monday for the week we are in. The statement reflects all money owed and money paid for the previous week. Busy Bee is PREPAY which means you must calculate the amount due the Friday before the week attended and it must be paid by the MONDAY of the week we are in!! MOST FAMILIES CARRY A CREDIT so they are ever behind. Please keep this in mind! If you have any questions and concerns, please call

Aleesha Hollis: aleesha.hollis@avondaleschools.org
248-537-6402 (office) or 248-285-2336 (cell)





Licensing Notebook:

All child care providers must maintain a licensing notebook and notify parents that it is available for review during regular business hours. Parents of children in the program currently enrolled must be provided this notification: Prospective parents will also be informed of the notebook.

The notebook will include all reports issued and *Corrective Action Plans*. To comply with this legislation, parents **MUST** sign this handbook and return the last page to the Busy Bee manager to show they are aware of the expectations:

1. The licensing notebook contains inspection reports, special investigation reports and all *Corrective Action Plans*.
2. The notebook is open for review during all regular business hours.
3. Reports (if there are any) are also available on the Bureau of Children and Adult licensing website at www.michigan.gov/michildcare

Emergency Procedure Notebook:

The District has designed an *Emergency Procedure Notebook*. Each Busy Bee Program has a printed copy of that book. Parents can view this booklet during regular business hours.

In the event of an emergency, parents will be notified. Attendance sheets and emergency cards will be taken in the event of an evacuation or lock down. The district will transport children with special needs in a wagon or if possible a bus will be called in the event of accidents.



Please review the following responsibilities with your child so that everyone is aware of the expectations. Please feel free to share any concerns or problems with the manager at your program or the Busy Bee Coordinator.

Children's responsibilities:

1. Remain in the Busy Bee area
2. Respect the rights and property of others
3. Act courteously, be cooperative, follow directions, RESPECT THE STAFF
4. Abide by the building , Busy Bee, State and District rules
5. Use appropriate language
6. Be responsible for their actions
7. Respect the Busy Bee materials and equipment. FOLLOW DIRECTIONS
8. Put equipment away when finished
9. Clean up any messes they make before they leave
10. Keep their hands to themselves and be safe!

Parent Responsibilities:

1. Sign in/out of the program daily (State and District mandate)
2. Read all communications regarding the Busy Bee Program
3. Make alternate arrangements when your child is ill
4. Keep the staff informed of any changes or incidents that may result in a behavior or attitude change in your child/support staff with behavioral concerns!
5. COMPLETELY fill out all enrollment forms(State/District rules!)
6. Pay registration fees
7. Drop off at 7:00am and Pick up by 6:00pm
8. Supply all food and snacks
9. PAY YOUR BILLS ON TIME!!! PREPAY ONLY!!
10. Discuss any concerns with your manager or coordinator
11. Inform Busy Bee, the office and the classroom teacher of ANY schedule changes or if your child is not attending on a scheduled day! You must notify us.
12. Do a GROUP email with secretary, Busy Bee staff, teacher, and myself (Aleesha)
13. Call to let Busy Bee know you aren't attending. Failure to notify us that your child is not attending will result in us calling you. You may incur a **finders fee of \$ 20.00** for us to continuously call to see where your child is. We may have a child who wasn't picked up, and needs our focus to be on finding them, not calling on children who are safe with their parents. Please help us to keep kids safe. Inform us if your child won't be attending.
14. Consent to communicating by email
15. Inform staff of any health related concerns/allergies
16. Any information that helps us to help your child have a GREAT experience at Busy Bee

Busy Bee Fees

AM SESSION

\$8.50- 1st child \$6.00- 2nd Child \$4.00- 3rd Child

PM SESSION

\$10.50- 1st child \$7.00- 2nd Child \$5.00- 3rd Child

1/2 day SESSION

\$25.00 1st child \$16.00 2nd Child \$11.00 3rd Child

EARLY RELEASE SESSION

\$18.00- 1st child \$15.00- 2nd Child \$10.00- 3rd Child

FULL DAY (summer) SESSION

\$45.00 per child

See Summer Registration Form for Summer Rates

Technology fee

\$3 Technology Fee is added to the weekly invoice (for the use of the online system)

Bill Late Fee

If you do not pay your bill by the due date you be charged a \$10 late fee

BILLS ARE PREPAY ON MONDAY FOR THE CURRENT WEEK!! (see Handbook for fee amounts) YOU WILL RECEIVE A STATEMENT ON THE FOLLOWING MONDAY of all payments and amounts due according to their attendance!

Small Claims Court

*All bills not kept up to date will be take to small claims court

*There may be a garnishment of wages to collect past due bills

DHS State Assistance

You must fill out paperwork and be qualified (with proof) PRIOR to starting the Busy Bee Program. It is YOUR responsibility to keep up on your paperwork. If we can't bill, you can't attend! If DHS doesn't pay, you are responsible for the bill. You must pay the bill until you have given us proof of eligibility, there are NO refunds as it is your responsibility to be qualified. We need a copy of the qualifications for our records. All Previous payments are non-refundable. YOU MUST INITIAL YOUR DHS FORMS WEEKLY! IF YOU DON'T YOUR CHILD CAN NOT ATTEND! This is your responsibility!



Protocols for Accidents, Injuries, and Illnesses

Accidents/Medical Emergencies/Injuries

- Call 7-911 (from school phone) or 911 from cell phone
- Secure area (have other children removed from area)
- Access situation
- Stabilize the injured
- Perform CPR (if needed)
- Use Universal Precautions
- Have staff trained in CPR/First aid on scene
- Assign an individual to meet and escort the emergency responders to the scene
- Notify parent/guardian
- Notify Administration
- Provide responders with information
- Accompany injured to hospital
- Call Central Office/Coordinator
- Write reports make 4 copies (1 for parent, 1 for board office, 1 behind their registration form, and 1 for the Coordinator)



Evacuation/Bomb Threat

To get everyone out of the building , pull the fire alarm

During an evacuation the students will be taken to the schools designated evacuation site

Emergency cards should be taken and parents will be contacted via the alert now calling system

Lock Down

In the event of a lock down:

- Identify problem and safe location/Evacuate if possible
- Follow Avoid, Deny, Defend/ALICE guidelines if appropriate

Code Red

- Escort children to safe lock down area (take emergency cards) Take attendance
- Call 911
- Call Administration
- Await emergency responders
- Keep children quiet
- NEVER open doors, police have keys and will come and get you!
- Notify parents/family when safe to do so (district may do an alert now)



Code Yellow:

Something happened near or around building

- Secure outer doors and remain in room (Take attendance)
- Check ID's of anyone entering the building
- Have a staff member at front doors to let in parents
- Call administration
- Notify parents via alert now (or call others from emergency card if parents can't be reached!)

Injuries to a child

- Cuts, scrapes: have the child wash area apply bandages as needed (use universal precautions) (wear gloves!)
- Falls: check for signs of injuries or concussions (call parents)
- ANY bumps on the head: ice area and check for signs of concussion
- ALWAYS, ALWAYS... ALWAYS... call parent
- Write reports, make 4 copies (1 for parent, 1 for board office, 1 behind their registration forms, 1 for coordinator)
- Any serious wound, bump or signs of concussion a parent **MUST** pick up their child!!!
- Serious injured CALL 911



Fire Evacuation

- Follow fire evacuation guide posted in room
- If fire alarm goes off: Line children up in an orderly way as quickly as possible
- Take emergency card binder/attendance
- Meet at the pre-designated area
- Take attendance to account for all children
- Call 911
- Take attendance again
- Call Administration
- Call Coordinator
- Parents will be contacted via alert now or by phone calls from staff (in the event parent can't be reached we will call from the emergency card)

Tornado

- If conditions are warranted: report to the tornado shelter area
- Take emergency card and cell phone
- Take attendance (account for ALL children)
- If there is a medical emergency call 7-911 or use cell phone and call 911
- Notify Administration
- Remain calm...Await the all clear
- Parents will be alerted via alert now or phone calls if situation warrants (If parents can't be reached we will call from the emergency card)



Incidents

Incidents

- In the event of any incident involving the children, parents will be contacted immediately
- Administration will be called immediately
- If warranted Police will be called (call 911)
- Reports will be written
- Any incident that is out of the ordinary will be reported to DHS by the Manager and Coordinator

If parents can't be reached we will call people from the emergency cards



Busy Bee Parent Agreement
Acceptance of State and District Policies and Procedures

I have received a Parent Handbook and agree to comply with all of the policies and procedures described within. I understand that a State of Michigan licensing notebook and an Emergency Procedure notebook is available to review during regular business hours. I also understand that not following State and District policies, procedures or behavioral issues may result in dismissal from the program. I acknowledge I am responsible for my bills and understand that I am billed each week for the week I am in. I must pay for the current week on MONDAY OF THE WEEK or they can't return to the program. I also understand that not paying my bill each week may result in dismissal from the program. All past due bills will incur a \$10 late fee. All unpaid bills will be taken to small claims court. All court costs are the responsibility of the person who owes the bill.

Date: _____.

Child's Name: _____.

School: _____.

Parent's Signature: _____.

Parent's Signature: _____.

Email (parent): _____.

Email (parent): _____.

Please return this with all your paperwork. It **MUST** be attached to your registration form. Thank you!

By signing this for you give us permission to communicate by email.

