

Busy Bee Nursery School

PARENT HANDBOOK



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WELCOME

Dear Parents,

Welcome! We would like to thank you for choosing Busy Bee Nursery School. We can ensure you that we have a commitment to all parents and children enrolled in our center. At Busy Bee Nursery School our staff is dedicated to providing a loving, nurturing environment that is stimulating academically, socially, and artistically. Our goal is to create an environment for children to socialize, and prepare them academically for kindergarten, while keeping the parent involved in the process. We understand that children accelerate at different levels and are more than happy to work with families in order to achieve a common goal.

Thank-You,
Co-Owners/Directors

Ashley Bennett (Lynn)
Assistant Director Amanda Hogan
2busybeegirls@gmail.com

Sarah Treiber (Peabody)
Assistant Director Stacey Sport
2busybeegirlstoo@gmail.com

If you are interested in contacting our licensing agency the following information is provided below.

Department of EEC (Lawrence Office)
360 Merrimack St
Lawrence, MA 01843
(617)988-6600

PHILOSOPHY

At Busy Bee Nursery School we will provide children the opportunity to grow and develop at their own pace. We understand that children develop at different levels and we will cater to each child's individual needs. We believe children grow and develop through play as well as guided self-help skills that lead to independence. Here at Busy Bee Nursery School we will provide the proper tools and learning environment that will offer students an opportunity to grow as individuals. Here at Busy Bee Nursery School we have an open door policy. Parents are welcome to stop by at any time to check out our facility or program. However, if you have any questions or concerns please call or e-mail us ahead of time to schedule a meeting.

"Preschool is not only our mission, it's our passion."

NON-DISCRIMINATION ACT

Busy Bee Nursery School prohibits discrimination against its, employees, applicants for employment and families on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or an individual's income.

PROGRAM INFORMATION

Busy Bee Nursery School is currently owned and operating under Ashley Bennett and Sarah Treiber who together have over 25 years of professional preschool teaching and business management experience. We have two locations: Lynn and Peabody. Our Lynn location consists of two classrooms Preschool and Transitional Kindergarten. Our Peabody location consists of three classroom Transitional Preschool, Preschool and Transitional Kindergarten. Both centers are licensed for children ages 2.9-5 years old.

Transitional preschool (Peabody Location only)

Our Transitional Preschool classroom is revolved around your child's social emotional needs. For most children this is their first experience away from home and we understand the challenges this brings. We have created a safe and thoughtful environment, that includes gross motor play, art, music, movement, literacy and more. With these tools your child is able to explore their surroundings, while developing skills to transition to pre-school.

Preschool

In preschool your child will continue working through their social emotional growth as well as their self help skills. Throughout the school year your child will develop independence, confidence and build friendships. This is a big year for socialization, cognitive skills and language. Your child will enhance their listening and speaking skills, as well as fine and gross motor. Building this strong foundation will set your child up for a successful year and ability to move onto Transitional Kindergarten.

Transitional Kindergarten

Transitional Kindergarten is the year to focus on Kindergarten readiness. Throughout the school year we focus our attention on continuing to build confidence and social emotional skills. We will explore, observe and experiment through learning centers and build skills to move onto independent work blocks. We will begin to understand basic concepts of math, reading and writing. Your child will have the necessary tools to move confidently onto Kindergarten.

HOURS OF OPERATION/ CLOSURES/HOLIDAYS

Hours of operation for both locations are from 7:00am to 4:00 pm. The course of our school year runs from September to June. Tuition is due for all holidays, sick days and school closures. A school calendar is provided to families on our website as well as a hard copy upon arrival at school. An updated calendar is sent home to families each year. We pride ourselves on being able to provide your family a safe, happy and healthy environment. We value our teachers, their hard work and dedication which has become even more apparent over the years past. We will be closed for December, February, and April school vacation. School delays and closures due to winter weather will also be posted via Brightwheel. We will close for safety, severe cold, snow and icy conditions.

Please remember that tuition is still required for all school closure days and delays.

ATTENDANCE/TUITION

Parents should notify Busy Bee Nursery School if a child will not be attending or will be late on a particular day by using our Brightwheel app/e-mail/phone. Tuition must be paid at the first of each month. A \$25.00 weekly late fee will accrue after 5 days of non-payment and will continue to accrue until payment is received. Weekly payments are not acceptable, tuition will be paid through our Brightwheel App or cash. Yearly tuition will be broken down into 10 monthly payments, as opposed to weekly, which is due on the first of the month. The Parent understands that tuition is payable even if the child is absent as the contract rate has been lowered to adjust for allowable sick days, vacation days and legal holidays. Snow days and emergency closing are also included in this. This does not include a forced shutdown, for which you will not be required to pay.

LATE POLICY

Busy Bee Nursery School's hours of operation are from 7:00am-4:00pm. We ask that you pick your child up at their designated times. If however, you are later there is an initial fee of \$25.00 and \$1.00 per minute that you are late.

We understand things come up, please call or message via Brightwheel if you are running late. During 1 o'clock pick-up we have strict teacher/student ratios for teacher breaks and classroom coverage. Please be at school promptly for your child's designated pick-up time. You should have a close friend or relative on the pick-up list in case of emergencies.

REGISTRATION & ENROLLMENT PROCEDURE

To register your child at Busy Bee we require a yearly registration fee of \$75. Along with the registration fee we need a copy of the registration form completely filled out. Once we have received the registration form and fee we will confirm your child's spot is secured. Registration/scheduling is first come first serve. We recommend getting your registration form in as soon as possible to ensure the schedule of your choice. Once your schedule is confirmed we are not able to swap days due to scheduling and teacher/child ratios. If scheduling permits and you would like to add your child for an additional day the balance will be added to your Brightwheel account.

COMMUNICATION

Communication between home and school is extremely important in order to ensure the success of your child. Please feel free to discuss any concerns you have with your child's teacher or the Director. It may not be possible for you to have a long conversation with your child's teacher at drop-off or pick-up times as the teachers are responsible for supervising all of the children in their care. If you have a specific concern, please arrange a meeting or phone conference with your teacher. Teachers

will have a specific time during the day to answer e-mails or arranged phone conversations. Please let the teacher know 3 days in advance in order to provide coverage in the classroom. Busy Bee Nursery School provides many opportunities for parents to receive information on the progress of their child as well as the activities and events at our center. The following details types of communication that parents will receive:

Brightwheel App: Our main source for communication between parents & teachers!

E-mails: E-mails will be sent to parents for reminders as well as a means of communication between directors & families.

Daily Reports: A daily report will be prepared upon request by the parent/guardian. This will provide parents with an overview of the child's performance throughout the day. Information on meals, toileting, sleep, and child's overall mood will be included.

Parent Conferences: Parent/Teacher conferences will be scheduled by request.

Social Media/Website/Information Board: All upcoming information and events will be posted in these areas. Classroom schedules and special classroom events will be posted.

Please check all means of contact regularly about our upcoming events.

EMERGENCY CLOSING/ SCHOOL DELAYS

Busy Bee Nursery School will make every effort to open on time and remain open during inclement weather. However, in the case of extreme road conditions, it may be necessary to delay opening or cancel classes in order to ensure the safety of our families and staff. School closing will be announced on our via Brightwheel and our FB/ Instagram page. If it becomes necessary to close the school during the day you will be notified through Brightwheel. There are no refunds for emergency closings.

CONFIDENTIALITY

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong bee community. ECC takes confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. Any information in your child's file will remain confidential. All student files are kept in locked cabinets. The Department of EEC requires that all student files be kept for five years after which time all student files are shredded.

SAFETY AND SECURITY

Your child's safety is a top priority at Busy Bee Nursery School. The doors to our facility remain locked throughout the day. Additionally, we've added security cameras on the premise of Busy Bee as well in the classrooms (visual only) to ensure the safety of our students and faculty. Children will be signed in and out upon arrival and departure. Children may be released only to those persons authorized in writing by the parent / guardian. Children will not be released to anyone under the of age 16. Identification will

be required when someone other than the parent or guardian will be picking up your child.

AUTHORIZATION TO RELEASE

Children will be released only to those persons listed on the Authorization and Consent form. Identification will be required of any person picking up the child. The Director/Lead Teacher should be notified in advance, in writing, if someone other than the parent/guardian is to pick up your child. In the event of a discrepancy, the child will be detained until the Director/Lead Teacher can contact the parent by telephone. Temporary changes for the child's release cannot be authorized over the telephone, only in writing. Anyone under the age of 16 years old will not be able to pick up child unless accompanied by an adult.

WITHDRAWAL & TERMINATION

Two weeks written notice is required for withdrawing for any reason. If the required notice is not given, parents will be charged for the two-week period. A withdrawal fee of one months tuition will be collected before your child's last day, if you chose to withdraw mid school year. The School may cancel by giving the Parent two weeks written notice or at any time the School feels that the child is interfering with the welfare of the School or the other children.

Busy Bee Nursery School reserves the right to discontinue service to a family if financial commitments are not met or if it becomes apparent that the program is not equipped to meet the child's needs. Written notification will be given to the parent/guardian to allow for ample time to find alternative care. The Director/Staff will make every effort to resolve any problems prior to termination. Documentation will be provided upon request prior to termination. Parents and children are given advance notification when suspension will take place based on child's behavior.

Reasons for termination are but not limited too:

- Physical or emotional problems that require one-on-one attention.
- Habitual lateness.
- Delinquent payments.
- Excessive biting.
- Offensive language or behavior towards staff or children.
- Parents unwillingness to help child with behavior issues/referrals.
- Severe behavioral problems which may endanger the child, other children or staff.
- Failure to provide appropriate paperwork required for enrollment.
- Failure to cooperate with Busy Bee policies.

Busy Bee Nursery School does not believe in the suspension of a child. Child will be terminated based on non-compliance of the termination policy.

BEHAVIOR MANAGEMENT

All teachers at Busy Bee Nursery School manage behavior in their classrooms in a non-punitive, age appropriate manner. All staff receive ongoing training in the area of behavior management. They are trained in the process of positive discipline, which instruct children as to what they should do rather than telling them what not to do.

We believe in positive enforcement while supervising children, encouraging them to cooperate and continue using appropriate behaviors. Children will be redirected to an alternate activity if their negative behavior continues. Teachers will continue to be an active listener and support the child with conflict resolution. Parents will be notified of the behavior management strategies used through an incident upon departure. Individual behavior management plans will be implemented if necessary. If a child's behavior is unmanageable within a group setting, parents will be consulted.

No child shall be subject to:

- Corporal punishment shall not be used, including spanking.
- No child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.
- No child shall be denied food or force fed as punishment.
- No child shall be punished for soiling, wetting, or not using the toilet.

Any violation of this discipline policy should be reported to the Director immediately. All staff employed by Busy Bee Nursery School are selected with the greatest of care. All staff meet the Department of Early Childhood Education and Care qualifications.

Before a child is terminated from the program the following actions will take place:

- Documentation will be recorded by the teachers and the director.
- Parents will be notified and asked to meet with the director and teachers involved.
- If parents have seemed outside help and the child's behavior has not improved, parents will be given resources such as centers or programs to find alternative care. The child will be treated in the same manner as a child that is leaving the program for other reasons.
- If the director is having issues with a family regarding our policies we have the right to terminate a child immediately without any prior notification.

WHAT TO BRING

Please provide your child with a bag/backpack to carry his/her belongings. Please send in a filled water bottle at school for students to refill throughout the day. Please do not allow children to bring toys from home. Please keep in mind that we will not be responsible for lost or damaged to items that your child brings into school. Toy guns and weapons are prohibited. Diapers and wipes, if needed, should be brought in bulk by the parent to keep at school. Parents will be notified when supply becomes low.

Please make sure your child has a seasonally appropriate change of clothes to keep in their backpack. Clothing should be in a zippered bag and labelled. A gallon ziplock bag

works perfectly! The Bee environment is about learning and having fun while achieving that goal. With that being said we may make a mess while doing that so please make sure your child is wearing appropriate clothing that they are comfortable playing in. Please do not send your child in any outfit you do not want them to get dirty. Make sure to label the inside tag of all your child's clothing. It is the responsibility of the parents to make sure their child has at least two sets of extra clothing for our potty-training friends, one for everyone else left in their bags at all times. If your child does not have extra clothes and needs to be changed during the day you will be called to bring clothes.

Summer: Please provide your child with shorts, short sleeve shirts, extra undergarments, socks, and a hat. Please apply sun block on your child in the morning. A permission form must be filled out before a staff member may apply sun block to your child. You may choose to provide your own sunblock or teachers will use the school supplied sunblock.

Winter: Please provide your child with long sleeve shirts, coat, sweatshirt, long pants, snow boots, hat, mittens, extra socks and undergarments. We go outside every day when weather permits.

Please label all clothing with your child's name. The staff is not responsible for lost or damaged articles.

REST TIME

Busy Bee Nursery School is mandated to provide nap/rest time on a daily basis for children who are in our care for more than 4 hours per day, as required by the Department of Early Childhood Education and Care Regulations. Your child does not have to sleep, but will be expected to rest quietly and not disturb other children. You may bring in a small blanket along with a crib sheet or a tot-cot. Urban Infant Tot Cot All-in-One Modern Preschool/Daycare Nap Mat with Washable Pillow and Elastic Straps can be purchased on amazon or other retailers.

Blankets, pillows, and sheet will be sent home daily for laundering. No Child will be forced to sleep. If a family would not like their child to sleep during nap please let their teacher know ahead of time. If your child sleeps with a lovey or a pacifier please consult their teacher so they know the items need to go home daily or they are able to stay at school.

MEALS AND SNACKS

Busy Bee Nursery School realizes that children have different eating habits. Parents are asked to provide all meals and snacks for their child that is needed throughout their day at school. Snacks will not be provided. Please make sure your child has a morning and afternoon snack, accompanied by a lunch. You may send in lunch items that need to be warmed up. Please provide a water bottle for your child daily. If your child has a big appetite please pack accordingly. Busy Bee is a **Nut Free** facility. If your child brings in an item containing nuts they will not be able to eat these items in school and they will be sent home.

BIRTHDAY/HOLIDAY CELEBRATIONS

We LOVE celebrating your Bee's special day! We do allow special snacks to celebrate on your child's birthday! Please keep in mind we are **NUT FREE**. No homemade baked goods and make sure items have labels with ingredients on packaging. Please consult with your Child's teacher a day or two in advance if you will be sending something in, we can let you know how many students we will have that day.

We love celebrating the holidays at school. We try our best to incorporate all holidays. If there is a special holiday that your family celebrates please let us know. Families are welcome to provide any information or items that might help us learn and celebrate certain holidays and traditions. If you have any questions or concerns please contact the director.

PARENT INVOLVEMENT

Parent participation is a crucial part of our Busy Bee community. We encourage your families participation to continually strengthen our community. We have several opportunities throughout the year for families to participate in events at our school as well as in the classroom. Your input is extremely valuable to us, if there is anything we can do to better our commitment to you please reach out. Please keep our staff informed of any changes that may occur at home. It is extremely important for our families to feel comfortable and at ease with their child in our care. Please keep in mind that all information is kept confidential.

HEALTH/SAFETY

There is no smoking in or on the premises of Busy Bee Nursery school. We do not allow gum or candy. Please do not allow your child to bring in money or small items that could be a choking hazard or lost. Busy Bee is not responsible for lost or damaged items.

TOYS FROM HOME

To avoid issues please do not send in a toy from home. We do not mind if your child wants to bring in a stuffed animal, soft toy or a special book to read during rest. We find that it can be hard for children to share their special toys. Also, we would not want a child's item to get broken or lost. If a child brings in a toy from home the teacher will put it in their cubby. If the toy is too big for the cubby a teacher will ask the parent to bring it home. Remember we have limited storage space.

TRANSPORTATION PLAN

The program does not provide transportation to and from the program. The parents/guardians are responsible to drop off and pick up their child to and from the program. The program will not conduct field trips but will occasionally go for walks throughout the neighborhood. An annual permission slip will be signed for walks.

TOILET TRAINING AND DIAPERING POLICY

Busy Bee Nursery School prefers that all children be toilet trained upon entering our center. However, we understand that children accelerate at different levels and are more than happy to work with families beginning the toilet training process. Soiled or wet clothing will be placed in a bag and sent home at the end of the day. Please remember to keep two extra changes of clothing in your child's backpack in case of accidents.

If your child is still in diapers you must provide diapers and wipes. The child will be changed every two hours or as needed.

If you decide to train your child, consistency is important, constant reminders are necessary. Toilet training should begin at home on a weekend or Holiday break. Please provide several sets of underwear, clothes, and shoes each day until your child is trained. No child will be discriminated if not potty trained. Please also be mindful of the type of clothing they are wearing. It should be clothing that they are able to easily pull down and up on their own to help them build their independence. Shoes that are easily washable, like Crocs or Native sneakers, are good to have as back up shoes. Children must wear underwear or a diaper/pull-up at all time while at school. This includes while they are potty training.

If a child should soil their clothing and an extra set is not provided, you will be called and expected to bring a change of clothing for your child. Two extra change of clothes must always be left in case of an accident. While we wait for your child's clothing we will use the center's spare clothing that has been donated by a staff member. If your child is in underwear and they have soiled all of their extra underwear, for sanitary purposes, we will need to put a pull-up on your child.

HEALTHCARE POLICY

Children should only be sent to school if they are in good health. Children who are ill cannot be appropriately cared for in a preschool setting. Parents need to have alternate care available when this occurs. When a child becomes sick during the day, parents will be called and will be expected to pick up their child in a timely manner. A teacher will maintain a quiet space where the child can rest on a special mat and be made comfortable. A teacher will remain with your child at all times and quiet toys will be made available. Please do not ask to keep a child inside because of cold or other illness. A child who is too sick to go outside is usually too sick to be in school with other children. Parents must be aware due to the new social settings there is a higher risk of illness. Parents should be able to make alternative arrangements when their child is sick.

Please keep your child home if he/she has the following:

Fever

For a temperature by mouth of 100.0° or higher, please keep your child home until they are fever free for 24 hours without fever reducing medications such as acetaminophen (Tylenol) or ibuprofen (Motrin or Advil).

Vomiting

Keep your child home for 24 hours after last episode and until child can keep down food and fluids.

Diarrhea

Keep home until symptom free for 24 hours.

Rash

Rashes can have many different causes. If rash is unusual or accompanied by a fever, have your health care provider make a diagnosis and provide a note for return to school.

Colds, Cough, Runny Nose

If your child does not have a fever, is coughing or sneezing infrequently, and is able to manage secretions, they may attend school. Please keep your child home, if they have a congested or uncontrollable cough or excessive secretions.

Asthma

If your child has wheezing, coughing, shortness of breath or chest tightness that doesn't improve after taking a quick relief medication, please keep your child home and contact their health care provider.

Sore Throat

If sore throat is accompanied by fever, swollen glands, pain or swallowing difficulties, please have your child checked by your health care provider.

Stomachache

Please keep your child home if they have pain lasting more than 2 hours and/or fever, vomiting or diarrhea.

Headache, Earache, Toothache

Your child can attend school if pain can be managed by over the counter medications while awaiting an appointment with dentist or doctor. Child should be kept home for severe pain.

Contagious condition

Including but not limited to strep throat, flu, respiratory infection, conjunctivitis, infectious rash, hepatitis, chicken pox, measles, mumps, scabies, lice, etc., unless accompanied by a physician's note indicating that the child is no longer contagious and is able to return to school.

Red Eyes or Discharge from Eyes

If the white part of the eye is red or itchy and there is a yellow, green or crusty discharge, your child should be evaluated by their health care provider.

If a child develops any of these conditions throughout the day, the child must go home. Under special circumstances, such as a Health Emergency, the state or local Health Dept and/or the Center for Disease Control may provide additional health guidelines which may be stricter than Busy Bee's Health Care Policy. Busy Bee will abide by guidelines that are stricter to ensure the health and wellbeing of our students, staff and families. Changes to the Health Care Policy, whether temporary or permanent, will be communicated to families via Brightwheel.

All students are required to have in their file a current physical and immunization form, which is consistently updated as immunizations are received. Annual physicals and lead tests are required by the Department of Early Education and Care. It is important to keep your records updated and to inform the Director of any changes in your phone numbers, home address, or emergency contacts. Please inform the center whenever your child has a contagious illness so we can inform the other parents. We send a message via Brightwheel of any illness going around the center in an effort to keep our families well informed. We will not state who has the illness, as it is confidential.

MEDICATIONS

Parents must let teachers know if the child has been given any medication prior to their arrival at Busy Bee. We need to know if a child has been administered any medications in case of a medical emergency and they need to seek medical treatment.

Busy Bee Nursery School along with The Department of EEC is not to administer any form of medication without written permission from a parent/guardian as well as an order from a physician. The first dose of a new medication must be given at home. We suggest that parents start all medications at home, when the child will be at home, in case of allergic reactions. The parents will be required to fill out a medication authorization form before medication can be given. Only the director or classroom teachers will be allowed to administer medications to your child. A record of the date, time, dosage, and teacher administering the medicine will be completed. Parents are responsible for providing all of their child's medications. All non-prescription medications must be accompanied by a doctor's note stating your child's name, the type of medication, the dosage, the duration of treatment and the symptoms being treated. The type of medication on the note must match exactly to the medication which is brought to school. The doctor's note can be emailed or brought directly to the school. All medication must come to the center in its original bottle labeled with the child's name with a measuring instrument which can measure the required dosage. If the dosage is 2.5 ml and the measuring spoon markings start at 3 ml we will not be able to administer the medication because we are not able to accurately measure the dosage. Please give all medication to your child's teacher. The center is not responsible for replacement of spilled medication or for medication left beyond the expiration date. Unused medications will be returned to the parent. All medications will be stored out of reach of children or stored in a locked cabinet. It is the responsibility of the parent or pickup person to ensure that all medication goes home at the end of the day.

EMERGENCY PROCEDURES/ ACCIDENTS

All staff are certified in First Aid and CPR for If an emergency arises, a qualified staff administers first aid care, calls the parent, and if necessary emergency personnel. Staff will accompany the child to the nearest hospital where emergency treatment is administered. The staff will remain with the child until the parent arrives. In the event neither parent can be reached, the child's emergency contact will be contacted. It is essential for parents to provide information on where you can be reached, physician name and phone number, signed emergency waivers, and updated emergency contacts and waivers. An accident report log is kept in the office with detailed information on any injury to a child. An incident report is kept in the log, in the child's file, and a copy is given to the parent within 24 hours of any injury. Parents will be responsible for any expenses that occur.

STAFF QUALIFICATIONS

All employees are required to submit a Cori, Sori background, and DSS, as well as a physical and immunizations per Early Education and Care. All staff are required to have first-aid and CPR trainings. All staff are required to complete annual trainings towards professional development.

MANDATED REPORTERS

At Busy Bee Nursery School our first priority is your child's safety and wellbeing. As childcare providers all staff members are mandated reports under state law. If there is a suspected case of child abuse or neglect staff will bring their concern to the director. Together they will assess the facts and make a decision about filing a 51A report. Family confidentiality is of the utmost importance at Busy Bee. Only those staff directly involved with the situation will be aware. A decision will also be made about notifying the parent or guardian based on the safety of the child involved.

Busy Bee staff will cooperate in all investigations of suspected abuse or neglect. These procedures include but are not limited to insuring that an allegedly abusive or neglectful staff member does not work directly with children until an investigation has been completed by Busy Bee and the state agency, providing DCF workers with requested information and being available for interviews to answer questions for DCF.

REFERRAL POLICY

Our goal is to create an environment for children to socialize in, as well as to prepare them academically for the future. We understand that children accelerate at different levels and we adjust our curriculum to meet each child's individual needs. However, Busy Bee is a large group setting and our teachers are not primarily trained in special education. If a teacher feels a student may need extra help with reaching their developmental milestones they will follow the procedure below.

Busy Bee Nursery School adheres to the following procedures including but not limited to the following:

- The staff will inform the Director & Co-Director of their concerns regarding a child's behavior

- The Directors and staff will follow the proper procedures for observing and documenting the child's behaviors as well as reviewing the child's medical history/file.
- The Directors will follow procedures for a meeting with the parents/guardians
- The Directors will then provide a list for the parents/guardians of referral resources in the community of Lynn in the need of: social, Mental Health, Education, Medical Services, and Early Intervention.
- Once the resources contacted the proper paperwork and observations will be made.
- A completed report will be filed and given to the parent for review and collaboration.

PARENT ACKNOWLEDGEMENT

After the parent/guardian has thoroughly read and understood the Parent Handbook please sign and return this page only, along with your enrollment paperwork.

I have read and fully understand and agree to ALL term and conditions stated above. I've had the opportunity to ask any questions regarding information in the parent handbook. I agree and abide to the guideline set forth within the parent handbook. Please sign & date the form below and return to Busy Bee Nursery School prior to your child's arrival.

I _____ have read the Busy Bee Nursery
(name)
School Parent Handbook and agree to the terms and conditions.

Parent/Guardian Signature #1

Date

Parent/Guardian Signature #2

Date