

# Busy Bee Nursery School Parent Handbook



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# Table of Contents

• <b>Welcome</b> .....	<b>3</b>
• <b>Philosophy</b> .....	<b>3</b>
• <b>Non-Discrimination Policy</b> .....	<b>3-4</b>
• <b>Program Information</b> .....	<b>4-5</b>
• <b>Parent Guide</b> .....	<b>5-7</b>
• <b>Late Policy</b> .....	<b>7-8</b>
• <b>Confidentiality Policy</b> .....	<b>8-10</b>
• <b>Parent Communication</b> .....	<b>10-11</b>
• <b>Office Hours</b> .....	<b>11</b>
• <b>Registration &amp; Enrollment Procedure</b> .....	<b>12-13</b>
• <b>Tuition</b> .....	<b>13-14</b>
• <b>Emergency Closing/School Delays</b> .....	<b>14-15</b>
• <b>Safety and Security Policy</b> .....	<b>15</b>
• <b>Withdrawal &amp; Termination Policy</b> .....	<b>16</b>
• <b>What to bring</b> .....	<b>17</b>
• <b>Rest Time</b> .....	<b>18</b>
• <b>Toileting &amp; Diaper Policy</b> .....	<b>18-20</b>
• <b>Transportation Policy</b> .....	<b>20</b>
• <b>Birthday Celebrations</b> .....	<b>20</b>
• <b>Transition Guidelines</b> .....	<b>21-24</b>
• <b>Emergency Procedures</b> .....	<b>24-25</b>
• <b>Referral Policy</b> .....	<b>25</b>
• <b>Healthcare Policy</b> .....	<b>26</b>
• Procedures for emergency illness.....	26-27
• Plan for injury prevention.....	27
• Plan for managing infectious disease.....	28-29
• Plan for infection control.....	29
• Plan for using & maintaining first aid.....	29-30
• Plan for administration of medication.....	30-31
• Plan for mildly ill children.....	30-31
• Plan for Meeting Individual Children's Specific Health Needs.....	32-34
• <b>Individualized Health Care Plan Policy</b> .....	<b>32-34</b>
• <b>Behavior Management</b> .....	<b>34-35</b>
• <b>Procedure for Identifying and Reporting Suspected Child Abuse &amp; Neglect</b> .....	<b>35-37</b>
• <b>Parent Handbook Agreement</b> .....	<b>38</b>

## **Welcome to Busy Bee Nursery School**

**Welcome to Busy Bee Nursery School! We are delighted to welcome you and your child in our hive. This handbook is designed to provide you with important information about our school policies, procedures, and expectations. Please take the time to review it carefully and feel free to reach out to us if you have any questions.**

### **Mission Statement**

At Busy Bee nursery school, our mission is to provide a nurturing and stimulating environment where children can learn, grow, and develop to their full potential. We believe in fostering a love of learning through play, promoting social and emotional development, and partnering with families to support each child's unique journey.

### **Our Philosophy**

- We believe in the value of play-based learning, where children are encouraged to explore, experiment, and discover through hands-on experiences.
- We recognize the importance of a child-centered approach, where each child's interests, strengths, and needs are respected and supported.
- We prioritize building strong relationships with families, recognizing that collaboration between home and school is essential for a child's success.

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."*

### **Preschool Non-Discrimination Policy**

At Busy Bee Nursery School, we are committed to providing an inclusive and welcoming environment for all children and families. We believe that every child deserves the opportunity to learn and grow in a supportive and respectful setting, regardless of race, ethnicity, religion, gender, sexual orientation, disability, or socio-economic status. Our Non-Discrimination Policy reflects our dedication to promoting diversity, equity, and inclusion in our preschool community.

### **Policy Statement:**

Busy Bee Nursery School prohibits discrimination against any child or family member on the basis of race, color, ethnicity, national origin, religion, gender, sexual orientation, gender identity, disability, or socio-economic status. We are committed to fostering an environment where everyone feels valued, respected, and supported.

### **Implementation:**

- **Admissions:** We welcome children from diverse backgrounds and do not discriminate in the admissions process based on any protected characteristic. Admission to our preschool is based solely on availability and our ability to meet the individual needs of each child.
- **Curriculum:** Our curriculum celebrates diversity and promotes cultural competence. We incorporate materials, activities, and experiences that reflect the varied identities and experiences of our students and families.
- **Staff Training:** Our staff members receive training on diversity, equity, and inclusion to ensure they are equipped with the knowledge and skills necessary to create an inclusive learning environment. We are committed to ongoing professional development in this area.
- **Communication:** We communicate our commitment to non-discrimination to all members of our preschool community through written policies, parent handbooks, and staff training. We encourage open dialogue and feedback from families to ensure we are meeting the needs of all children and addressing any concerns related to discrimination.
- **Resolution of Concerns:** Any concerns related to discrimination will be taken seriously and addressed promptly and confidentially. Families are encouraged to report any incidents of discrimination to the preschool director or appropriate staff member for investigation and resolution.

At Busy Bee nursery school, we believe that diversity is our strength and that all children deserve to learn and grow in an environment that celebrates their unique identities and experiences. Our Non-Discrimination Policy reflects our commitment to creating a preschool community where everyone feels welcome, respected, and valued.

### **Program Information**

Busy Bee Nursery School is currently owned and operating under Ashley Bennett and Sarah Wells who together have over 30 years of professional preschool teaching and business management experience.

### **Locations:**

Busy Bee Nursery School: 39 Severance Street, Lynn MA 01904

Busy Bee Nursery School Too: 119 Lynnfield Street, Peabody MA 01960

Our Lynn location consists of two classrooms Preschool which is licensed for 16 students per day. Our Transitional Kindergarten is licensed for 20 students per day.

Our Peabody location consists of four classrooms:

Transitional Preschool which is licensed for 9 children per day

Preschool 1 which is licensed for 13 children per day

Our preschool 2 classroom is license for 20 students per day

Our Transitional Kindergarten classroom is licensed for 20 students per day.

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 1& 2**

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.

## **Parent Guide**

### **Preschool Drop-Off Times and the Importance of Being On Time**

We understand that mornings can be hectic, especially when you're trying to get your child ready for school and yourself ready for the day ahead. We appreciate your efforts in ensuring your child arrives on time for drop-off no later than 8:45am, and we want to emphasize the importance of punctuality for both you and your child.

### **Why Punctuality Matters:**

1. **Smooth Transition:** Arriving on time allows your child to transition smoothly into the classroom routine. It gives them the opportunity to settle in, greet their friends, and start their day feeling calm and prepared.
2. **Establishing Routine:** Consistent drop-off times help establish a routine for your child, which is essential for their sense of security and predictability. Knowing what to expect each morning contributes to their overall well-being and confidence.
3. **Respect for Others:** Being punctual demonstrates respect for your child's teachers and classmates. It shows that you value their time and understand the importance of adhering to the schedule set by Busy Bee.
4. **Maximizing Learning Opportunities:** Arriving on time ensures that your child doesn't miss out on valuable learning experiences, such as circle time, group activities, and special projects. Every moment in school is an opportunity for growth and development.

#### **Tips for Timely Drop-Offs:**

1. **Preparation is Key:** Plan ahead the night before by packing your child's bag, laying out clothes, and preparing any necessary items for the next day. This minimizes stress in the morning and helps streamline the drop-off process.
2. **Establish a Morning Routine:** Create a consistent morning routine that includes ample time for getting ready, eating breakfast, and commuting to preschool. Setting a timer or using visual schedules can help keep everyone on track.
3. **Communicate with Your Child:** Talk to your child about the importance of being on time for preschool. Help them understand the routine and expectations, and involve them in the morning preparations to foster a sense of responsibility.
4. **Be Mindful of Traffic and Weather:** Factor in potential delays caused by traffic congestion or inclement weather when planning your commute to preschool. Leave extra time if necessary to ensure you arrive promptly.
5. **Lead by Example:** As parents, modeling punctuality sets a positive example for your child. Aim to arrive a few minutes early for drop-off, demonstrating the importance you place on being on time.

By prioritizing punctuality for school drop-off times, you're not only supporting your child's smooth transition and learning experience but also contributing to the overall efficiency and effectiveness of our Bee community. Thank you for your cooperation and commitment to timeliness. We look forward to welcoming your child each morning with open arms and smiles!

If you have any questions or concerns regarding drop-off procedures or scheduling, please don't hesitate to reach out to us.

## **Late Policy**

At Busy Bee Nursery School we understand that unexpected circumstances may arise that can occasionally result in late pick-ups. However, it is essential to have clear policies and procedures in place to ensure the safety and well-being of all children in our care. This document outlines our Late Policy and the procedures to be followed in the event of a late pick-up.

### **Late Pick-Up Definition:**

A late pick-up occurs when a child is not picked up by the designated pick-up time at the end of their preschool day. Our pick up times are 1:00pm/3:00/4:00pm.

### **Late Pick-Up Fees:**

We understand that occasional lateness may be unavoidable, but consistent tardiness can disrupt the preschool's schedule and impact staff members' ability to fulfill their responsibilities. Therefore, we implement the following late pick-up fees:

1. **First Occurrence:** There is no fee for the first late pick-up occurrence. We understand that unforeseen circumstances may arise, and we offer a one-time grace period.
2. **Subsequent Occurrences:** For each subsequent late pick-up occurrence within the same academic year, a late pick-up fee will be applied. There is an initial fee of \$25.00 and \$1.00 per minute that you are late.

### **In the event of a late pick-up, the following procedures will be followed:**

1. **Notification:** If a child has not been picked up by the designated pick-up time, the preschool staff will attempt to contact the child's emergency contacts listed on their enrollment forms.
2. **Supervision:** While waiting for the child to be picked up, the preschool staff will ensure that the child is supervised and remains safe and comfortable.
3. **Late Pick-Up Fee:** If a child is not picked up within after the designated pick-up time, the late pick-up fee will be applied. The fee must be paid upon pick-up, and arrangements for future pick-ups will be discussed with the family.
4. **Documentation:** The preschool staff will document the details of the late pick-up, including the time of pick-up, any communication attempts made with the family, and the application of any late pick-up fees.

## Communication

We understand that lateness can sometimes be unavoidable due to unforeseen circumstances. If you anticipate being late for pick-up, we ask that you notify the preschool as soon as possible. Try to make appropriate arrangements for someone close by to pick up your child if you are unable to pick up at your child's designated time.

Our Late Policy and Procedures are in place to ensure the safety and well-being of all children in our care and to maintain the efficiency of our preschool operations. We appreciate your cooperation and adherence to these policies, and we are committed to working with families to address any challenges related to pick-up times.

## Confidentiality Policy

At Busy Bee Nursery School, we value the trust that families place in us to provide a safe and nurturing environment for their children. Central to this trust is our commitment to maintaining the confidentiality of all information shared with us. This Confidentiality Policy outlines our procedures for protecting the privacy of our students and families.

This policy applies to all staff members, volunteers, and contractors associated with Busy Bee Nursery School, regardless of their role or level of access to confidential information. It covers all forms of confidential information, including but not limited to personal, medical, and financial information.

### Confidential Information:

Confidential information may include, but is not limited to:

1. **Student Records:** Information related to a child's enrollment, academic progress, health records, and any assessments conducted by our staff.
2. **Family Information:** Contact details, emergency contacts, financial information, and any other information provided by families during the enrollment process.
3. **Internal Communications:** Discussions and communications related to individual students and families, as well as staff meetings, trainings, and other internal matters.

## Confidentiality Procedures:

1. **Access Control:** Access to confidential information is restricted to authorized individuals who require it to perform their duties. This includes staff members directly involved in a child's care and education, as well as administrative staff responsible for maintaining records.
2. **Data Security:** Confidential information is stored securely, whether in physical or electronic format. We use password protection, encryption, and other security measures to prevent unauthorized access, use, or disclosure.
3. **Non-Disclosure Agreement:** All staff members, volunteers, and contractors are required to sign a confidentiality agreement as a condition of their employment or association with Busy Bee. This agreement outlines their responsibility to maintain the confidentiality of all information obtained in the course of their duties.
4. **Need-to-Know Basis:** Confidential information is only shared with individuals who have a legitimate need to know for the purpose of providing services to students or fulfilling legal or regulatory requirements.
5. **Parental Consent:** We obtain written consent from parents or legal guardians before disclosing any confidential information to third parties, except as required by law or to protect the health and safety of a child.
6. **Training and Education:** Staff members receive training on confidentiality policies and procedures as part of their orientation process, and ongoing training is provided to ensure compliance and awareness of privacy best practices.

## Confidentiality Breach Reporting

Any suspected breaches of confidentiality must be reported immediately to the preschool director or designated privacy officer for investigation and resolution. We take all reports of confidentiality breaches seriously and will take appropriate action to address them.

At Busy Bee Nursery School, we are committed to upholding the privacy and confidentiality of our students and families. Our Confidentiality Policy is designed to protect sensitive information and maintain the trust that families place in us. We appreciate your cooperation in helping us maintain a secure and respectful environment for all members of our preschool community.

## Parent Communication Policy

At Busy Bee Nursery School, we recognize the importance of open and effective communication between parents and our preschool staff. Clear and consistent communication fosters a strong partnership between home and school, supporting the best possible outcomes for each child. This Parent Communication Policy outlines our commitment to keeping parents informed and involved in their child's preschool experience.

- We believe in open and transparent communication with families. Our teachers and staff are always available to discuss any concerns or questions you may have.
- We utilize various communication channels, including Brightwheel, newsletters, emails, and parent-teacher conferences, to keep you informed about your child's progress and upcoming events.
- We encourage parents to actively participate in their child's education and welcome feedback on ways we can better support your family.

### Communication Channels:

1. **Parent Communication App:** Brightwheel is our main platform for communication. Parents can communicate directly with teachers and staff through private messaging within the app. This feature allows for real-time communication regarding questions, concerns, or updates related to their child's preschool experience. Staff members will respond to emails and phone calls in a timely manner.
2. **Admin & All Staff Messaging:** If you have a question for the admins please use the admin/parent message forum. These would be for questions regarding billing/scheduling/ general questions or concerns. If you have questions pertaining specifically to your child's classroom and/or teacher please use the all staff messaging.
3. **Newsletters & Calendars:** We publish monthly newsletters & calendars to keep parents informed about upcoming events, curriculum highlights, and important announcements. Newsletters & calendars may be distributed electronically or in print.
4. **Parent-Teacher Conferences:** Scheduled parent-teacher conferences provide an opportunity for in-depth discussions about your child's progress, strengths,

and areas for growth. Conferences allow for collaboration between parents and teachers in supporting each child's development. 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.

5. **Daily Updates(upon request only):** If a parent requests daily updates they will receive updates on their child's activities, meals, and any notable events through daily reports or communication apps.

**Response Timeframe:** We are committed to responding to all inquiries and messages from parents and families in a timely manner. Our goal is to address non-urgent inquiries during business hours. Urgent inquiries will be prioritized and addressed as soon as possible. Please see office hours below for specific response times.

### Office Hours

**Our office is open during the following hours:**

- Monday to Friday: 8:00am- 4:00pm
- Saturday and Sunday: Closed

During office hours, our administrative staff are available to assist parents and families with inquiries, scheduling, enrollment, and other administrative matters. Please note that messages received after hours will be reviewed and addressed as soon as possible on the next business day. If your matter is urgent, please indicate that in your message, and we will make every effort to respond promptly.

**Emergency Communication:** In the event of an emergency or unexpected closure, parents will be notified promptly via Brightwheel. We maintain up-to-date contact information for all families to ensure effective communication during emergencies

**Confidentiality:** We respect the privacy of each family and child and adhere to strict confidentiality guidelines regarding personal information shared with us. Any information shared with parents about their child's progress or behavior is considered confidential and should not be shared with others without prior consent.

## **Registration & Enrollment Procedure at Busy Bee Nursery School**

Thank you for considering Busy Bee Nursery School for your child's early education. To ensure a smooth registration process, please review the following procedure:

### **1. Registration Fee:**

To register your child at Busy Bee, we require a yearly registration fee of \$100. This fee covers administrative costs and secures your child's enrollment spot for the upcoming year.

### **2. Registration Form:**

Along with the registration fee, we require a completed registration form. The registration form includes important information about your child's date of birth to determine what classroom they will be assigned to, parent contact information and any specific needs or preferences. Please ensure that the registration form is filled out completely and accurately.

### **3. Confirmation of Enrollment:**

Once we have received the registration form and fee, we will confirm your child's enrollment spot at Busy Bee. Enrollment and scheduling is on a first-come, first-served basis, so we recommend submitting your registration form as soon as possible to secure the schedule of your choice.

### **4. Schedule Confirmation:**

After your child's enrollment spot is confirmed, we are not able to accommodate schedule changes due to scheduling constraints and teacher/child ratios. Therefore, it's important to carefully consider your child's schedule preferences before submitting the registration form.

### **5. Additional Days:**

If scheduling permits and you would like to add your child for an additional day after your schedule is confirmed, the balance for the additional day will be added to your Brightwheel account.

### **Important Note:**

**Please be aware that submitting the registration form and fee does not guarantee a spot until confirmation is received from Busy Bee Nursery School. We strive to accommodate all families to the best of our ability, but enrollment is subject to availability and is based on a first come first serve basis.**

## **Tuition Policy**

### **Tuition Payment Schedule:**

Tuition is due at the beginning of each month. The amount you will be billed is based on an hourly rate, the total number of hours your child attends school, and the total number of weeks in the school year.

### **Payment Structure:**

We have broken down the annual tuition into ten equal payments to help with budgeting. Please note that this payment structure includes:

- **All Major Holidays**
- **Sick Days**
- **School Vacation Weeks**
- **Personal/Vacation Days**
- **Snow Days and Emergency Closings**

It is important to note that you remain responsible for tuition payments even if your child is absent due to illness or personal/vacation days. Snow days and emergency closings are also included in your monthly tuition. 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.

### **Exceptions:**

The only exception to this policy is a forced shutdown of the school, in which case tuition will not be required during the shutdown period.

At Busy Bee Nursery School, we strive to provide the highest quality of care and education for your child. To ensure the smooth operation of our preschool, we have established the following tuition payment policy:

- **Tuition Payment Schedule:** Tuition is due on the first of each month. Payments can be made via cash, check, or through Brightwheel (preferred).
- **Late Payment Fee:** If tuition payments are not received by the due date, a late fee of \$25 will be applied for each week the payment is overdue. This fee will continue to accrue until the outstanding balance is paid in full.
- **Communication of Late Payments:** Parents will be notified via Brightwheel, phone and email, if their account is past due. We encourage timely communication regarding any issues that may affect your ability to make payments.

- **Outstanding Balances:** If tuition remains unpaid for a period of 30 days we reserve the right to initiate collection procedures, which may include pursuing the matter in small claims court to recover the amount owed.
- **Withdrawal Policy:** If a child is withdrawn from the preschool, all outstanding tuition payments must be settled before the child's last day of attendance.
- **Changes to Policy:** Busy Bee Nursery School reserves the right to modify this policy as necessary. Any changes will be communicated to parents in advance.

By enrolling your child at Busy Bee Nursery School you acknowledge that you have read and understood this tuition payment policy. Thank you for your cooperation and support. For any questions or concerns regarding this policy, please contact us.

### **Emergency Closing/School Delays Policy for Busy Bee Nursery School**

#### Emergency Closing/School Delays Policy for Busy Bee Nursery School

1. **Decision Making Process:** The safety and well-being of our students, families, and staff are our top priorities at Busy Bee Nursery School. In the event of inclement weather or other emergencies that may affect the operation of the school, the decision to delay opening or close the school will be made based on careful assessment of road conditions, weather forecasts, and other relevant factors.
2. **Communication Channels:**
  - a. **Announcement via Brightwheel and Social Media:** Any decision to delay opening or close the school will be promptly communicated to parents and staff through the Brightwheel app and our official Facebook/Instagram pages.
  - b. **Notification During the Day:** If it becomes necessary to close the school during the day due to worsening weather conditions or other emergencies, parents will be notified immediately via the Brightwheel app.
3. **No Refunds for Emergency Closings:** It's important to note that there will be no refunds for emergency closings. While every effort will be made to ensure minimal disruption to the school schedule, unforeseen circumstances may require the closure of the school for the safety of all involved.
4. **Parent Responsibility:** Parents are encouraged to stay informed about weather conditions and any potential school closures by regularly checking the Brightwheel app and the school's official social media pages. It's also important for parents to have contingency plans in place for alternative childcare arrangements in case of unexpected school closures.

By adhering to this Emergency Closing/School Delays Policy, Busy Bee Nursery School aims to prioritize the safety and well-being of our school community while maintaining open lines of communication with parents and staff during challenging situations.

### **Safety and Security Policy at Busy Bee Nursery School**

1. **Facility Security Measures:** At Busy Bee Nursery School, the safety and security of our students and faculty are paramount. To ensure a secure environment, the doors to our facility remain locked throughout the day.
2. **Security Cameras:** We have installed security cameras both inside the premises of Busy Bee Nursery School and in the classrooms. These cameras are for visual monitoring purposes only and serve to enhance the safety and security of our students and faculty. Our system is a rolling recording system that automatically deletes footage after a certain time period.
3. **Sign-In and Sign-Out Procedures:** Teachers will document student's time upon arrival and sign them out upon departure. This helps us keep track of who is in the building at all times and ensures the safe arrival and departure of each child.
4. **Authorized Persons for Child Pick-Up:** Children will only be released to individuals who are authorized in writing by the parent or guardian. Only those listed on the Authorization and Consent form will be permitted to pick up the child. Identification will be required for any person picking up the child until staff are comfortable.
5. **Restrictions on Child Release:** Children will not be released to anyone under the age of 16 years old, unless accompanied by an adult. This measure is in place to ensure the safety and well-being of the children in our care.
6. **Notification of Changes in Pick-Up Authorization:** Parents or guardians are responsible for notifying the staff in advance, in writing, if someone other than themselves will be picking up their child.
7. **Procedures for Discrepancies:** In the event of a discrepancy or uncertainty regarding the identity of an individual picking up a child, the child will be detained until staff member can contact the parent or guardian by telephone to verify the situation.

By implementing these safety and security measures, Busy Bee Nursery School aims to provide a safe and nurturing environment where our students can thrive, knowing that their well-being is our top priority.

## Withdrawal & Termination Policy at Busy Bee Nursery School

### Withdrawal Procedure:

- a. **Notice Requirement:** Parents or guardians must provide two weeks' written notice if they wish to withdraw their child from Busy Bee Nursery School for any reason.
- b. **Consequences of Inadequate Notice:** If the required notice is not given, parents will be charged for the two-week period following the date of notification.
- c. **Withdrawal Fee:** In the event of mid-year withdrawal, a withdrawal fee equivalent to one month's tuition will be collected before the child's last day at the school

### 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
- 

### Health and Safety:

- We prioritize the health and safety of all children in our care. Our staff are trained in CPR and first aid, and we maintain strict cleanliness and hygiene standards throughout our facility.
- We follow all state and local regulations regarding immunizations, illness policies, and emergency procedures.
- If your child is unwell, please keep them at home until they are fully recovered to prevent the spread of illness to others.

### Parent Involvement:

- We value the partnership between home and school and encourage parents to get involved in our nursery school community.
- Opportunities for parent involvement may include volunteering in the classroom, participating in special events and workshops, and joining our parent advisory committee.

## What to Bring

### Backpack:

- All children will need a medium or large backpack that can hold a folder.

### Food and Drinks:

- **Full Day Children:** Morning snacks, lunch, and afternoon snacks.
- **Half Day Children:** Morning snacks and lunch.
- **Food Storage:** Pack all food in a lunchbox with ice packs.
- **Allergy Alert:** Please remember we are a PEANUT/TREE NUT FREE school.
- **Water Bottle:** Each child needs a filled, labeled water bottle daily. We will refill waters as needed.

### Clothing:

- **Extra Set of Clothes:** All children need an extra set of clothing in their backpacks. Please make sure items are labeled and in a ziplock bag.

### Rest Time Items:

- **For Rest Time:** A fitted crib sheet and blanket, small enough to fit in a labeled zip lock bag, or a tot cot (available on Amazon). The tot cot should be stored in a labeled extra large zip lock bag.
- **Nap Items:** Nap items will be sent home daily for washing. Children may also bring a small stuffed animal for comfort during rest time.

### Supply List:

- 2-pocket folder
- 1 pack of Crayola crayons
- Crayola 10 count markers
- 4 glue sticks
- 2 bottles of school glue
- 2 containers of Play-Doh
- 2 packs of baby wipes
- 2 boxes of tissues
- 2 containers of Clorox wipes

### Diapers and Wipes (if needed):

- If your child is not potty trained, please send in diapers and wipes to be stored at school. We will notify you when it is time to replenish.

### Labeling:

- Please place all school supplies in a bag labeled with your child's name. You do not need to label each individual item.

Thank you for your attention to these details and for helping us ensure that your child is well-prepared for their time at school!

## **Rest Time Policy**

At Busy Bee Nursery School, we provide a daily nap/rest period for children who are in our care for more than 4 hours, in accordance with the Department of Early Childhood Education and Care Regulations.

### **Rest Time Guidelines:**

#### **1. Rest Expectations:**

- Children are not required to sleep but are expected to rest quietly and not disturb others.
- Children who do not sleep may engage in a quiet activity on their mat. Teachers will provide Busy Bags with quiet activities for these children.

#### **2. Rest Items:**

- Please send a small blanket and crib sheet, or a tot cot (available on Amazon), for your child to use during rest time.
- If your child has a lovey or special item they use for comfort, you may also send this item. Please label all items clearly.
- Discuss with your child's teacher if the special item needs to go home daily.

#### **3. Hygiene and Laundering:**

- All nap items (blankets, sheets, etc.) will be sent home every week for laundering. Please return them clean every Monday.

#### **4. Sleep and Wake Preferences:**

- No child will be forced to sleep or wake up unless specifically requested by the parent or guardian.

We appreciate your cooperation in helping to create a comfortable and restful environment for all children.

## **Toilet Training and Diapering Policy**

### **Purpose:**

To ensure a safe, hygienic, and respectful approach to toilet training and diapering for all children at our preschool.

### **Toilet Training:**

#### **1. Supportive Approach:**

- Toilet training will be supported based on the child's readiness and developmental stage.
- Parents and caregivers should communicate with the preschool staff regarding the child's toilet training progress and any specific needs or routines.

#### **2. Encouragement and Guidance:**

- Staff will offer encouragement and positive reinforcement for children making progress in toilet training.
  - Children who are toilet training will be supported with regular bathroom breaks and gentle reminders.
3. **No Pressure:**
- Toilet training will be approached with patience and without pressure. Children will not be forced to use the toilet but will be encouraged to try.

4. **Communication:**

- Staff will communicate with parents about any observations or concerns regarding the child's toilet training progress.

**Diapering:**

1. **Hygiene Practices:**

- Diapering will be conducted in a designated area equipped with proper hygiene supplies including disposable gloves, wipes, and changing pads.
- Hands will be washed thoroughly before and after each diaper change, and the changing area will be cleaned and sanitized after each use.

2. **Routine Changes:**

- Diapers will be checked regularly and changed as needed to ensure comfort and hygiene.
- Parents are asked to provide an adequate supply of diapers, wipes, and any creams or ointments needed for their child.

3. **Privacy and Respect:**

- Children will be treated with dignity and respect during diaper changes.
- Staff will ensure that diaper changes are done discreetly and that the child's privacy is maintained as much as possible.

4. **Emergency Situations:**

- In case of an emergency where a child's diaper supplies run out, the preschool will provide a temporary supply and notify parents to restock as soon as possible.

5. **Communication with Parents:**

- Any issues or concerns regarding diapering or changes in the child's routine will be communicated to parents promptly.

**General Information:**

• **Personal Items:**

- Parents are asked to label all personal items, including diapers and wipes, with the child's name.

• **Record Keeping:**

- Staff may keep a record of diaper changes and bathroom use for children who are still in diapers, to monitor health and hygiene and communicate with parents as needed.

By working together, we can create a positive and supportive environment for all children during toilet training and diapering. Thank you for your cooperation.

### **Transportation Policy:**

#### **1. Drop-Off and Pick-Up:**

- The program does not provide transportation to and from the nursery school. Parents and guardians are responsible for dropping off and picking up their child.

#### **2. Transportation Plan Form:**

- Parents/guardians are required to sign a Transportation Plan Form to acknowledge their responsibility for their child's transportation to and from the program.

#### **3. Field Trips and Neighborhood Walks:**

- The program will not conduct field trips. However, staff will occasionally take the children on walks throughout the neighborhood for educational and recreational purposes.

We appreciate your understanding and cooperation in ensuring the safe and timely transportation of your child to and from the nursery school.

At Busy Bee Nursery School, we LOVE celebrating our Bee's birthdays and want to ensure that every child can participate in the fun! To keep our celebrations inclusive and safe for all children, we are updating our birthday celebration policy.

### **Birthday Celebrations**

#### **1. Birthday Crown and Song:**

- On their special day, each child will receive a birthday crown and we will sing "Happy Birthday" during snack time.

#### **2. No Food Items:**

- To ensure the safety and inclusivity of all our children, we will no longer celebrate with food items.

#### **3. Non-Food Items:**

- Families are welcome to bring in non-food items to share with the class, such as stickers, pencils, coloring books, or other small treats.

#### **4. Book Donations:**

- As an alternative way to celebrate, families can choose to donate a book to the school in honor of their child's birthday.
- The book can be inscribed with the child's name and/or photo, and even wrapped for the child to open with their classmates.

- We will read the donated book during circle time, sharing the celebration with the entire class.

We appreciate your understanding and cooperation in helping us keep all our bees safe and ensure that everyone can join in the birthday fun!

## Daily Transitions Guidelines

### **Purpose:**

To ensure a smooth and supportive transition process for children throughout their day at preschool, helping them feel secure and engaged as they move between activities.

### **1. Arrival and Drop-Off:**

- **Warm Welcome:** Our staff will greet each child warmly upon arrival, helping them feel comfortable and ready for the day.
- **Check-In:** Parents are encouraged to briefly share any important notes or special instructions about their child's day. Ensure children have all their necessary items (snacks, lunch, change of clothes).

### **2. Morning Routine:**

- **Circle Time:** The day begins with a consistent morning routine, including a welcome song, calendar activities, and a story, to help children settle in and understand the day's plan.

### **3. Transitioning Between Activities:**

- **Advance Notice:** Children will receive a 5-minute warning before transitioning to a new activity. This helps them prepare for the change and reduces any potential anxiety.
- **Clear Instructions:** Staff will provide clear, simple instructions about the upcoming activity and what is expected during the transition.
- **Visual Aids:** Visual timers, charts, or pictures will be used to support children in understanding and anticipating transitions.

### **4. Snack and Meal Times:**

- **Routine:** Snack and meal times are part of a structured routine to foster consistency. Children are encouraged to help with cleanup to prepare for the next activity.
- **Social Skills:** This time is also used to encourage social interaction and table manners.

### **5. Rest Time:**

- **Calm Preparation:** Transition to rest time includes calming activities such as quiet stories or soft music to help children relax.
- **Comfort Items:** Children will have their rest items (blankets, sheets, loveys) to ensure they feel secure and comfortable.

### **6. Outdoor Play and Physical Activities:**

- **Preparation:** Children are prepared for outdoor play with appropriate clothing and a discussion about the day's activities.

- **Safety Checks:** Before heading outside, staff will conduct headcounts and safety checks to ensure all children are accounted for.

## 7. Transitioning to Home:

- **End-of-Day Prep:** About 10 minutes before the end of the day, staff will start preparing children for pickup by gathering personal items and helping them get ready to go home.
- **Communication:** Parents will receive a brief update on their child's day and any important notes before pickup.

## 8. Flexibility and Support:

- **Individual Needs:** Transitions will be adjusted to accommodate individual needs, providing extra time or support as necessary for children who may require it.
- **Feedback:** We welcome feedback from parents to continually improve our transition processes and address any concerns.

## 9. Consistency and Patience:

- **Routine:** Maintaining a consistent daily routine helps children understand what to expect and feel secure.
- **Encouragement:** Positive reinforcement and reassurance are used to support children during transitions and help them adapt smoothly.

By following these guidelines, we aim to create a supportive and structured environment that helps children navigate their daily transitions with confidence and ease. If you have any questions or concerns about the transition process, please feel free to discuss them with our staff

## New Student Transition Policy

### Overview:

Transitioning to a new preschool or classroom is an important process that can vary depending on the child's age and previous experiences with childcare. At our program, we aim to make this transition as smooth and supportive as possible for every child.

### Transition Process:

1. **Initial Contact:**
  - The child's head teacher will reach out to the parents or guardians before the transition begins. This initial contact helps establish a connection and gather key information about the child.
2. **Information Gathering:**
  - The head teacher will ask about the child's current care arrangements, nap schedules, eating preferences, and any other relevant details that can help in understanding the child's needs and routines.
3. **Transition Explanation:**

- The head teacher will explain the transition process in detail, including how the child will be introduced to their new environment and what steps will be taken to support their adjustment.
4. **Transition Schedule:**
- Together with the parents, the head teacher will create a transition schedule tailored to the child's needs and the family's preferences. This schedule outlines the gradual steps for the child to acclimate to the new setting.
5. **Support and Flexibility:**
- The program understands that each child transitions differently. We will provide support and flexibility throughout the transition period to ensure the child feels comfortable and secure.

We are committed to working closely with families to ensure a positive and successful transition for every new student. If you have any concerns or questions during this process, please do not hesitate to reach out to us.

## Daily Transitions Guidelines

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### 1. Arrival and Drop-Off:

- **Warm Welcome:** Our staff will greet each child warmly upon arrival, helping them feel comfortable and ready for the day.
- **Check-In:** Parents are encouraged to briefly share any important notes or special instructions about their child's day. Ensure children have all their necessary items (snacks, lunch, change of clothes).

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- **Encouragement:** Positive reinforcement and reassurance are used to support children during transitions and help them adapt smoothly.

By following these guidelines, we aim to create a supportive and structured environment that helps children navigate their daily transitions with confidence and ease. If you have any questions or concerns about the transition process, please feel free to discuss them with our staff.

### Emergency Procedures

In the event of an emergency, the following steps will be taken to ensure the safety and well-being of your child:

1. **First Aid and Notification:** A qualified staff member will administer first aid care as needed. The parent will be contacted immediately. If the situation requires further medical attention, emergency personnel will be called.
2. **Hospital Transport:** If necessary, staff will accompany the child to the nearest hospital for emergency treatment. The staff member will remain with the child until a parent arrives.
3. **Alternative Contact:** If neither parent can be reached, the child's physician will be contacted to provide further guidance.

4. **Information Requirements:** To ensure we can respond appropriately in an emergency, it is essential that parents provide:
  - o Up-to-date contact information
  - o Physician's name and phone number
  - o Signed emergency waivers
  - o Updated emergency contacts
5. **Accident and Incident Reporting:** An accident report log is maintained in the office with detailed information on any injury. An incident report will be documented in the log, included in the child's file, and a copy will be provided to the parent within 24 hours of the incident.

### **Referral Policy**

At Busy Bee Nursery School, we are committed to addressing any concerns regarding a child's behavior and ensuring they receive the appropriate support. Our referral policy includes the following procedures:

1. **Staff Concerns:** Staff members will promptly inform the Director and Co-Director if they have concerns regarding a child's behavior.
2. **Observation and Documentation:** The Directors and staff will follow established procedures to observe and document the child's behaviors, as well as review the child's medical history and file.
3. **Meeting with Parents/Guardians:** The Directors will arrange and conduct a meeting with the child's parents or guardians to discuss the concerns and review observations.
4. **Referral Resources:** Following the meeting, the Directors will provide the parents or guardians with a list of referral resources available in the Lynn community. These resources may include services related to social, mental health, education, medical needs, and early intervention.
5. **Resource Contact and Documentation:** Once the resources have been contacted, the appropriate paperwork and observations will be completed.
6. **Report and Review:** A comprehensive report will be filed and provided to the parents or guardians for review. This report will include observations, recommendations, and any necessary documentation for collaboration.

## **Healthcare Policy**

At Busy Bee Nursery School, the health and safety of the children are our top priorities. Our healthcare policy ensures that children who are ill receive appropriate care and that emergencies are handled effectively. Please review the following procedures:

### **Child Health Policy:**

Children who are ill cannot be adequately cared for in a preschool setting. Parents are required to have alternate care available for their child if they are unwell.

### **Procedures for Emergencies and Illness**

#### **1. First Aid and Immediate Response:**

- In the event of an emergency or serious illness (e.g., seizure, serious fall, or severe cut), the Teacher in charge will administer emergency first aid.
- The Assistant Teacher or a second teacher will ensure the safety of other children by relocating them to another area or room.
- Both staff members should remain calm and act reasonably.

#### **2. Notification and Assistance:**

- Other staff members will be alerted to send for assistance, including the Program Director or Assistant-Director.

#### **3. Parental Contact:**

- The Director or Assistant-Director will contact the parent to either pick up their child or, if time is a factor, to meet the child and accompanying staff at the hospital's emergency room.

#### **4. Life-Threatening Situations:**

- In life-threatening situations, an ambulance will be called immediately. The parent will be instructed to meet the child at the hospital.
- The Director or Assistant-Director will ensure that the child's file, including permission forms and relevant insurance information (if available), is taken to the hospital.

#### **5. Emergency Contacts:**

- If parents cannot be reached, emergency contacts listed in the child's file will be called.
- If necessary, a designated staff member will continue to attempt to reach the parents. Should all efforts fail, the child will be transported to the hospital by ambulance with their file, including permission forms.

#### **Reporting to Authorities:**

- Any injury or illness that occurs during school hours and requires hospitalization or emergency medical treatment will be immediately reported to the Department of Early Education and Care.

## **Plan for Injury Prevention**

To maintain a safe environment and prevent injuries, Busy Bee Nursery School adheres to the following procedures:

### **A. Daily Safety Checks and Hazard Removal**

- The staff member responsible for opening each classroom is tasked with monitoring the environment upon arrival each day. They should identify and remove any hazards immediately.
- Any necessary repairs or unsafe conditions should be reported promptly to the Program Directors.
- The Program Directors will also conduct regular checks of the outdoor playground and address any hazards before children use the space.

### **B. Smoking Policy**

- Smoking is strictly prohibited on the premises to ensure a healthy environment for all children and staff.

### **C. Safe Storage of Hazardous Items**

- Toxic substances, sharp objects, matches, and other hazardous items will be securely stored out of reach of children to prevent accidents.

### **D. First Aid and Emergency Contacts**

- A first aid kit, along with emergency contact information and telephone numbers for each child, will be kept in designated area in classrooms.

### **E. Injury Reporting and Documentation**

- An injury report will be created for any incident that requires first aid or emergency care. The report will be maintained in the child's file and documented in the Central Log of Injuries. The report must include:
  - Name of the child
  - Date, time, and location of the accident or injury
  - Description of the injury and how it occurred
  - Names of witnesses
  - Names of staff who administered first aid and the type of first aid provided
- Staff will use the Accident/Injury Report Form to record this information. The completed form should be submitted to the Program Director for review.
- After the Program Director reviews and signs the form, it will be provided to the parent. The parent will be given the opportunity to review, sign, and retain a copy of the report.
- The staff member will then log the report in the Central Log of Injuries and file it in the child's file.
- Only staff members with current First Aid certification are authorized to administer first aid, regardless of the injury's severity.

## Plan for Managing Infectious Disease

### 1. Precautions for Illness:

- **Diagnosis and Exclusion:** Staff will take extra precautions when a child is diagnosed with an illness or when a mildly ill child remains at the Center. Children exhibiting symptoms of the following types of infections may be excluded from the Center if any of the conditions below apply:
  - The illness prevents the child from participating in program activities or resting comfortably.
  - The illness results in a greater care need than what the childcare staff can provide without compromising the health and safety of other children.
  - The child shows any of the following signs: fever, unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of serious illness.
  - **Specific Symptoms Requiring Exclusion:**
    - Diarrhea.
    - Vomiting in the previous 24 hours at home or once at the center.
    - Mouth sores, unless a physician confirms the child is non-infectious.
    - Rash with fever or behavior change until a physician determines the illness is not a communicable disease.
    - Purulent conjunctivitis (pink eye with white or yellow discharge) until examined by a physician and approved for re-admission.
    - Tuberculosis, until the child is confirmed non-infectious.
    - Impetigo, until 24 hours after treatment has started or all sores are covered.
    - Head lice, until free of all nits or scabies and mites.
    - Strep infection, until 24 hours after treatment and the child has been fever-free for 24 hours.
    - Hepatitis (A, B, and C) and other types, until evaluated and determined non-infectious by a physician. Fact sheets are available from the state Department of Public Health ([www.state.ma.us/dph](http://www.state.ma.us/dph)).
    - Chicken pox, until all blisters have healed over.

### 2. Procedures for Excluded Children:

- **Return to Center:** A child who has been excluded may return to the Center after evaluation by a physician, physician's assistant, or nurse practitioner, with a doctor's note confirming that the child poses no serious health risk to themselves or others. The final decision on re-admission will be made by the Center.
- **If Illness Occurs During Attendance:** If a child shows signs of illness while at the Center (e.g., fever of 100.5 degrees or higher, rash, reduced activity level, diarrhea), they will be provided with a mat or cot to rest. Parents will be contacted immediately to pick up the child if they exhibit symptoms requiring exclusion or if it is deemed in the child's best interest to be taken home.

### 3. Communicable Disease Notification:

- **Parent Notification:** If a communicable disease is introduced into the Center, parents will be notified immediately and in writing by the Program Director. Information regarding the disease will be provided whenever possible.

- **Consultation:** The Program Directors will consult the Child Care Health Manual for information on managing communicable diseases and contact the Department of Public Health (DPH) for reportable diseases.

#### **4. Immunization Requirements:**

- **Documentation on Admission:** Upon admission, a physician's certificate of successful immunization according to the Department of Public Health's recommended schedule is required. No child will be admitted without this documentation.
- **Exemptions:** Children with documented exemptions from immunizations, due to religious beliefs or medical contraindications, will be excluded from the program if a vaccine-preventable disease is introduced.
- **Lead Screening:** Childhood lead screening is required for all children and is not considered an immunization.

#### **5. Free Vaccines:**

- The Massachusetts Immunization Program offers free childhood vaccines. For more information, call the toll-free number: 1-888-658-2850.

### **Plan for Infection Control**

#### **1. Personal Protective Equipment:**

- **Gloves:** All staff members are required to wear non-latex gloves when coming into contact with blood or bodily fluids, such as during diapering, toileting, or administering first aid for cuts, bleeding wounds, or bloody noses. Gloves must never be reused and should be changed between handling different children.

#### **2. Disposal of Infectious Materials:**

- **Biohazard Waste:** Any disposable materials containing liquid, semi-liquid, or dry caked blood must be disposed of in the secured trash receptacle labeled "Biohazardous Waste" located in the janitor's closet. Bags should be securely tied and removed each time the receptacle is emptied.
- **Cloth Items:** Cloth items that come into contact with blood or bodily fluids will be double-bagged and sent home with the child.

#### **3. Staff Training:**

- **Initial and Annual Training:** Each staff member will receive training in these Infection Control Procedures upon employment and before working with children. This training will be refreshed annually.

## Plan for Using and Maintaining First Aid Equipment

### 1. Location and Maintenance:

- **First Aid Kits:** Each classroom will have a first aid kit marked with a red cross. These kits are stored out of reach of children but are easily accessible in case of an emergency. Portable first aid kits used on walks will include first aid supplies, emergency contacts, and change for a pay telephone.
- **Supplies Management:** The Program Directors, Ashley Pierce or Sarah Treiber, are responsible for keeping the first aid kits supplied and inspecting them monthly. Staff should report any missing items to the Program Directors.

### 2. First Aid Certification:

- **Staff Certification:** All staff members must be first aid certified within six (6) months of employment. At least one staff member certified in CPR must be on the premises at all times.

### 3. Contents of First Aid Kit:

- Band-Aids
- Disposable non-latex gloves
- Gauze pads
- Gauze roller bandage
- Adhesive tape
- Instant cold pack
- Tweezers
- Thermometer
- Compress
- Scissors

## Plan for Administration of Medication

### 1. Prescription Medication:

- **Container and Labeling:** Prescription medication must be brought in its original container, including the child's name, medication name, dosage, frequency, and duration. This prescription label will serve as the written authorization from the physician.
- **Authorization:** The Center will not administer medication contrary to the label directions without written authorization from the child's physician.
- **Authorization Form:** Parents must complete the Authorization for Medication Form before any medication can be administered.

### 2. Non-Prescription Medication:

- **Physician Consent:** Non-prescription medication will only be administered with written consent from the child's physician, specifying the medication, dosage, and criteria for administration. This statement is valid for one year from the date signed.
- **Parental Authorization:** In addition to the physician's consent, parents must complete the Authorization for Medication Form, which will allow the Center to administer the medication according to the physician's instructions.

- **Emergency Contact:** The Center will attempt to contact the parent prior to administering non-prescription medication, except in urgent situations where immediate administration is necessary. Chronic conditions or allergies will require an individual healthcare plan (HCP).

### 3. Topical Ointments and Sprays:

- **Parental Permission:** Topical ointments and sprays (e.g., petroleum jelly, sunscreen, bug spray) will be administered with written parental permission. The permission statement is valid for one year and must list the topical non-prescription medications.
- **Application to Broken Skin:** For topical applications to wounds, rashes, or broken skin, the Center will follow the same procedure as for non-prescription medication, including obtaining written physician orders and parental authorization.

### 4. General Medication Guidelines:

- **First Dose:** The first dosage of any medication must be administered by the parent at home to monitor for allergic reactions, except for life-saving medications.
- **Medication Delivery:** Medications must be given directly to the teacher by the parent.
- **Storage:** Medications will be stored in the kitchen, out of reach of children, either in the upper cabinet or on the refrigerator door shelf if refrigeration is required. Controlled substances will be locked and kept secure.
- **Administration Responsibility:** The Lead Teacher will be responsible for administering medication. In their absence, the Program Director will take on this responsibility.
- **Record Keeping:** The Center will maintain a written record of all medication administered (excluding topical ointments and sprays applied to normal skin), including the child's name, time, date, dosage, and administering staff member. This record will be included in the child's file.
- **Unused Medication:** Any unused or expired medication will be returned to the parent.

## Plan for Mildly Ill Children

### 1. Attendance of Mildly Ill Children:

- **Monitoring and Action:** If a child becomes sick and their condition worsens, if they pose a potential health risk to others, or if they cannot be adequately cared for by the staff, the Program Director will contact the child's parent(s). Parents will be requested to pick up the child as soon as possible.
- **Temporary Care:** While awaiting pickup, the child will be cared for in a quiet area, such as a classroom or the Center's office, by a qualified staff member or the Program Director.
- **Sanitation:** Any toys, blankets, or mats used by an ill child will be cleaned and disinfected before being used by other children.

## Plan for Meeting Individual Children's Specific Health Needs

### 1. Allergy and Health Information:

- **Intake and Documentation:** During the intake process, parents will record any known allergies and other significant medical information on the child's face sheet. This face sheet will be updated annually.
- **Posting and Updates:** All allergies and important medical information will be posted in each classroom, on the refrigerator in the kitchen, and on the snack storage cabinet. The allergy list will be updated as new children enroll or if new allergies are identified.

### 2. Staff Training and Awareness:

- **Communication:** The Program Director will ensure that all staff and substitutes are informed about children's allergies and specific health needs. This helps protect children from exposure to allergens or other harmful materials.
- **Food Allergies:** For children with food allergies, the cook will inform classroom staff about any necessary substitutions for snacks and lunches when preparing weekly menus.

### 3. Emergency Preparedness:

- **Life-Threatening Allergies:** The names of children with life-threatening allergies (e.g., to bee stings) will be prominently posted with specific emergency instructions. The Program Director will ensure that staff receives appropriate training to handle emergency allergic reactions.

### 4. Individual Health Care Policy (IHCP):

- **Requirement for IHCP:** All children with specific or life-threatening allergies or medical conditions will be required to have an Individual Health Care Plan (HCP) from their pediatrician before entering the program. This plan will outline specific medical needs and emergency procedures to be followed.

## Individualized Health Care Plan Policy

**Purpose:** To ensure comprehensive and individualized care for children with chronic medical conditions, Busy Bee Nursery School implements a structured plan to manage and respond to each child's specific health needs. This policy outlines the requirements for maintaining and utilizing individualized health care plans (IHCPs) to support children with chronic health conditions while in our care.

**All forms and medications must be submitted and reviewed prior to the child's first day of attendance. Child will not be able to enter the program until all paperwork and medications are received.**

### Policy Statement:

1. **Requirement for Individualized Health Care Plans:**

- **Documentation:** Each child diagnosed with a chronic medical condition by a licensed health care practitioner must have an up-to-date Individualized Health Care Plan (IHCP) as part of their record.
  - **Plan Content:** The IHCP must include:
    - Child's name, age, and assigned classroom (if applicable).
    - Description of the medical condition and its symptoms.
    - Instructions for any necessary medical treatments, including the name of the staff person responsible for administering treatment and any potential side effects.
    - Explanation of the health consequences if treatment is not administered.
    - Name and contact information of the child's licensed health care practitioner.
  - **Forms:** The EEC Individual Health Care Plan form may be used, or equivalent physician forms (such as asthma action plans or diabetes action plans) that provide the same information.
2. **Storage and Accessibility:**
- **Record Keeping:** A current copy of the IHCP must be maintained in the child's file.
  - **Classroom & Outdoors:** A copy of the IHCP will be kept in the child's classroom and with the child outdoors. Any rescue medication should accompany the plan if applicable.
  - **Confidentiality:** IHCPs must be kept confidential and shared only with staff members who need to be aware in case of an emergency.
3. **Training and Implementation:**
- **Staff Training:** One staff member trained in implementing the IHCP must be present whenever the child is in the care of the program. This includes training on specific medical procedures and emergency responses as outlined in the IHCP.
  - **Annual Review:** IHCPs are valid for one year but must be renewed annually and updated following any changes in the child's condition or treatment needs.
4. **Parental Consents and Compliance:**
- **Required Forms:** Programs must maintain current copies of all parental consents for medication administration and emergency medical treatment as required by relevant regulations. These forms must be stored with the IHCP.
  - **Enrollment Discussions:** At enrollment and re-enrollment, the program will discuss the child's individual health care needs with the parents to ensure all necessary information and consents are up to date.
5. **Conditions Requiring an IHCP:**
- IHCPs are required for children with chronic medical conditions that may require emergency responses or ongoing, long-term administration of health care procedures. Common conditions include, but are not limited to:
    - Asthma
    - Epilepsy
    - Diabetes
    - Serious allergies

- Anaphylaxis
- Physical disabilities
- ADD/ADHD

For additional guidance and resources, please visit <https://www.mass.gov/lists/health-and-safety-in-childcare-resources-for-child-care-health-consultants>

## **Behavior Management Policy**

**Purpose:** At Busy Bee Nursery School, we are committed to fostering a positive and supportive environment that promotes the healthy social and emotional development of each child. Our approach to behavior management is designed to be non-punitive, age-appropriate, and focused on guiding children toward self-discipline and positive interactions.

### **Policy Statement:**

#### **1. Non-Punitive Approach:**

- **Positive Discipline:** All teachers manage behavior in a non-punitive manner that is appropriate to the child's age and development. Our approach emphasizes positive discipline, which focuses on instructing children about what they should do rather than what they should not do.
- **Training:** All staff members receive ongoing training in behavior management, including techniques in positive discipline and conflict resolution.

#### **2. Encouraging Self-Correction and Problem-Solving:**

- **Problem-Solving Skills:** Preschoolers are encouraged to develop problem-solving skills and to become self-correcting. They are given opportunities to choose alternative behaviors that are socially acceptable.
- **Logical Consequences:** Teachers will assist children in understanding the logical consequences of both positive and negative behaviors.

#### **3. Positive Reinforcement and Redirection:**

- **Positive Reinforcement:** Staff will use positive reinforcement to encourage cooperation and appropriate behavior. Children will be praised and encouraged when they exhibit positive behavior.
- **Redirection:** If negative behavior persists, children will be redirected to alternate activities that are more appropriate. This helps minimize disruptions and reinforces acceptable behavior.
- **Conflict Resolution:** Teachers will actively listen and support children in resolving conflicts, helping them navigate interpersonal challenges in a constructive manner.

#### **4. Incident Reporting and Communication:**

- **Incident Reports:** Parents will be informed of behavior management strategies and any incidents through an incident report upon departure.

- **Individual Behavior Plans:** If necessary, individual behavior management plans will be developed and implemented in consultation with parents. These plans are designed to address specific behavioral concerns and support the child's development.

**5. Prohibited Practices:**

- **No Corporal Punishment:** Physical corporal punishment, humiliation, frightening tactics, verbal abuse, or denial of food, rest, or bathroom facilities are strictly prohibited.
- **Toileting and Eating:** Children will never be disciplined for toileting accidents, sleep habits, or food consumption.

**6. Reporting Violations:**

- **Policy Violations:** Any violation of this behavior management policy should be reported to the Director immediately. We take such reports seriously and will address them promptly.

**7. Staff Qualifications:**

- **Staff Selection:** All staff members are selected with the utmost care and meet the qualifications set by the Department of Early Education and Care. We ensure that our team is well-trained and capable of providing a supportive and safe environment for all children.

**Implementation:**

- This policy is implemented consistently across all classrooms and activities. Staff members are expected to adhere to these guidelines and to model positive behavior for the children.

**Procedure for Identifying and Reporting Suspected Child Abuse and Neglect**

**Purpose:** The purpose of this procedure is to ensure the safety and well-being of all children at Busy Bee Nursery School by establishing clear guidelines for identifying and reporting suspected child abuse and neglect. **All staff members of Busy Bee Nursery School are mandated reporters under Massachusetts General Law C119, Section 51A, all staff members are required to follow these procedures diligently.**

**Procedure:**

**1. Identification and Documentation:**

- **Observation:** If a staff member suspects abuse or neglect, they must document their observations thoroughly. This documentation should include:
  - The child's name
  - Date and time of observation
  - Description of the child's injuries or signs of neglect
  - The child's behavior
  - Any other pertinent information

- **Discussion:** The staff member must discuss their observations with the Program Director.
- 2. Reporting to Department of Children and Families (DCF):**
- **Verbal Report:** The Program Director is responsible for making an immediate verbal report to DCF upon receiving the documented information.
    - **Contact Information:** Department of Children and Families, Phone: (781) 477-1600
  - **Written Report:** A written report (51A) must be submitted to DCF within 48 hours of the verbal report.
- 3. Direct Reporting by Staff:**
- If a staff member believes that an incident should be reported to DCF and the Program Director disagrees, the staff member has the right to report directly to DCF.
- 4. Communication with Parents:**
- **Notification:** The Program Director will communicate any concerns of suspected abuse or neglect reported to DCF to the child's parents, unless doing so would compromise the safety of the child or the investigation.

**Procedure for Reporting Abuse/Neglect by a Staff Member:**

- 1. Immediate Reporting:**
- Any report of suspected abuse or neglect by a staff member will be reported immediately to both the Department of Children and Families (DCF) and the Department of Early Education and Care (EEC).
    - **Contact Information:**
      - Department of Children and Families, Phone: (781) 477-1600
      - Department of Early Education and Care, Phone: (508) 996-3391
- 2. Staff Suspension:**
- **Suspension:** The staff member in question will be suspended from the program with unpaid leave pending the outcome of the investigations by DCF and EEC.
  - **Further Actions:**
    - If the report is screened out by DCF, the Program Director will keep the staff member on suspension pending the EEC investigation.
    - If allegations are substantiated, the Program Director will decide whether the staff member will be reinstated or terminated based on the outcome of the investigations.
- 3. Cooperation with Investigations:**
- The Program Director and staff will fully cooperate with DCF and EEC investigations, providing all necessary information and documentation.

**Confidentiality:**

- **Privacy:** All information related to suspected abuse or neglect, including reports and investigations, will be handled confidentially. Only individuals directly involved in the investigation will have access to this information.

## **Training and Compliance:**

- **Mandated Reporter Training:** All staff members will receive training on their responsibilities as mandated reporters and the procedures for reporting suspected abuse and neglect.
- **Policy Review:** This policy will be reviewed annually, and staff will be trained or retrained as necessary to ensure ongoing compliance with legal requirements and best practices.

**Busy Bee Nursery School  
Parent Agreement Form**

Dear Parent/Guardian,

To ensure a smooth start for your child, please review the Busy Bee Nursery School Parent Handbook thoroughly. By signing below, you acknowledge that you have received, read, and agree to abide by the guidelines and policies outlined in the handbook.

**Parent/Guardian Information**

- **Parent/Guardian Name:** \_\_\_\_\_
- **Child's Name:** \_\_\_\_\_
- **Classroom:** \_\_\_\_\_

**Agreement**

I, the undersigned, acknowledge that I have received and reviewed the Busy Bee Nursery School Parent Handbook. I understand and agree to adhere to the policies, procedures, and guidelines outlined in the handbook. I also understand that failure to comply with these guidelines may affect my child's participation in the program.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please sign and return this form to Busy Bee Nursery School before your child's first day.

Thank you for your cooperation.