

# Parent Handbook



Busy Bee nursery School  
39 Severance Street  
Lynn, MA 01904  
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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. Busy Bee Nursery School staff are 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,  
Ashley Pierce & Sarah Treiber  
Co-Owners & Directors

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."*

### General Information

Busy Bee Nursery School provides preschool care for children ages 2.9 to 6 years old Monday-Friday. Hours of operation are from 7:00am to 4:00 pm. The course of our school year runs from September to June. During the months of July and August we will be open for Summer Camp. Summer Camp dates are TBD.

**Busy Bee Nursery School will be closed the following holidays:**

Labor Day	Veterans Day	Winter Break	Martin Luther Kind Day
Columbus Day	Thanksgiving	New Years Day	Memorial Day

### **Curriculum**

Busy Bee Nursery School's primary focus is an enriched curriculum based on monthly thematic units. These themes have educational, social, cultural, and emotional value and are designed to promote developmental skills to enrich all children's understanding of the world. At Busy Bee Nursery School our classroom curriculum is created through learning centers. Learning centers have activities that are suggested either by written or verbal cues from the teacher or can be developed daily by the children. Materials and equipment in each area are displayed in a manner that promotes individual and independent play. Often, problems are presented for children to solve for creative and cooperative problem solving sessions.

### **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 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.

### **Enrollment/ Registration**

Enrollment is open to all children ages 2.9 years old to 6 years old. Enrollment will be granted without discrimination in regard to sex, race, color, religion, or beliefs. The proper paperwork must be completed and submitted for enrollment. Medical reports and emergency contact information must be current at all times.

### **Daily Transitions**

Morning transitions are very important and set the tone for the remainder of the day. One thing we must stress is that we do not trick children. In some care centers, parents wait for their children to become engaged and then sneak off to work, or parents say they're visiting the rest room and then run off before saying goodbye. At Busy Bee, parents are encouraged not to "sneak off". When parents vanish without saying goodbye, it tends to upset the child and make them fearful.

At Busy bee, trust is everything. We expect our parents to stay for a few minutes to settle their children. Once the parent feels ready to leave, she is expected to tell her child that she/he is leaving, and that she/he will be back later. The teachers are alert for that moment and stand nearby in case the child has trouble-saying goodbye. Many children offer a kiss goodbye and turn to their friends to continue playing. Sometimes a child will become tearful and the parent needs to hand the child to the teacher, reassuring her that she'll be coming back later. The student's usually only cry for a few moments until the parents are out of sight, and then start playing.

## **New Student Transitions**

For new students, regardless of whether they're entering the pre-school or one of our older classes, the transition period generally takes several days. The length of time depends on the child's age and familiarity with childcare. Children who have been in care since infancy may transition differently from children for whom this is their first child care experience.

First, the child's head teacher contacts the parents or guardians in order to break the ice and gather some information about the child. She asks questions about the child's current care arrangements, nap schedules, eating preferences, and any other information that may be pertinent. The head teacher also explains the transition process in detail and works out the transition schedule that works best for the parents and child.

### **Transition from the Preschool class into Transitional Kindergarten**

We have a wonderful summer camp program that is designed to seamlessly transition the downstairs preschoolers to the upstairs classroom. First, the children in the two rooms are mixed together and divided into three groups. The teachers from the two preschool rooms are mixed into the groups as well. Activities are set up in both upstairs classrooms and one outside. Each morning, the two groups of children rotate from one activity to the other. Some of the activities are formal sports like kickball or t-ball, arts and crafts, such as tie-dyeing or science activities. Both groups snack together and have some free-play together, and then return to their classes for lunch and nap.

The rationale for this is to familiarize all of the children with the preschool staff. By working in mixed groups, the younger children develop new relationships with all of the children. They have the older children to be role models, and by observing the trusting, loving relationships the older children have with their teachers, they develop trust as well. The mixed groups also give the younger children confidence in their own abilities. They see that they can do the same things the "big kids" can do, and they blossom in their new "big kid" environment.

### **Transition from Busy Bee to Kindergarten**

Whether or not we're ready to see them go, sooner or later our preschoolers leave us to attend Kindergarten in their home school districts. Many of our children have been together since they were two years old or younger. Over the course of their time with us, they have grown in every way possible: emotionally, socially, physically and developmentally. They have made good friends and developed good problem-solving skills.

The most important part of our transition process from Busy Bee to Kindergarten is our practice of allowing them to be preschoolers. Of course, we support them as they deal with the logistics of getting ready for the move to elementary school. They tell us about their visit to the school for Kindergarten screening and how big the school is, and how many other kids were there, and whether they saw anyone they knew. We get calls and visits from Kindergarten teachers, and as

the summer ends, we listen to parents about how excited the children are, how they're choosing school supplies and new school clothes. And we're thrilled for them! What a terrific new educational experience awaits them!

But we, as early childhood educators, remember two things: for children, transition can be scary, and children who are stressed do not transition well. So we have fun. Their last summer with us is the same as all the other summers. We play, we learn, we help, we read and are read to. We get into disagreements and learn to resolve them – and we learn that being angry at someone isn't the end of the world, and that, although saying sorry isn't always a cure, it does help. We surround the children with love, and anyone who needs a hug gets one – or more! We provide a steady routine that continues Busy bee philosophy of developmentally appropriate practice. We do not focus on the future of Kindergarten, an unknown frontier for the children. We live in the now.

And at the end of the summer, we say goodbye. We turn our little preschoolers over to Kindergarten and are secure in the knowledge that we have done everything we could to build good character, model good behavior and develop that lifelong love of learning that will carry them right through life. Research tells us that the first five years of a child's life are the most important for developing all those things that make a successful adult. We are honored to be entrusted with such an incredible responsibility.

#### **Attendance**

Parents should notify Busy Bee Nursery School if a child will not be attending or will be late on a particular day.

#### **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. You should have a close friend or relative on the pick-up list in case of emergencies.

#### **Tuition**

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 may be paid by cash, check or credit card.

#### **Emergency Closings**

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 voice mail, e-mail blast, Facebook page and the Busy Bee

website. If it becomes necessary to close the school during the day you will be notified by phone. There are no refunds for emergency closings.

### **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.

### **Healthcare Policy**

Child Health Policy: children who are ill cannot be appropriately cared for in a preschool setting. Parents need to have alternate care available when this occurs. Healthcare Policy is posted in upstairs hallway parent board as well as, downstairs parent board.

## **PROCEDURES FOR EMERGENCIES AND ILLNESS**

### **First Aid and Transportation to the Hospital**

(1) In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the Teacher in charge will begin administration of emergency first aid while the assistant Teacher or second teacher takes other children to another area or room. Both staff Members should respond in a calm and reasonable manner.

(2) Other staff will be alerted to send for assistance, be it the Program Director, either Ashley Pierce or Sarah Treiber.

(3) Director or Co-Director will contact the parent to come and pick up child or, if Response time is a factor, to have the parent meet the child and accompanying staff at the Emergency room of the hospital utilized in emergencies.

(4) In the event a situation arises that is life threatening an ambulance will be called immediately. The parent will be called to meet the child at the hospital. Director or Co-Director. The child's file will be taken, including permission forms and pertinent insurance information if the center has it.

(5) When parents cannot be reached, those listed, as emergency contacts will be called as a further attempt to reach parents. In the event a parent cannot be reached immediately, a designated staff person will continue to attempt to reach parents. If necessary, the child will be transported to the hospital by ambulance and the child's file will be taken, including permission forms.

**The program will immediately report to the Department of Early Education and Care any injury to, or illness of, any child which occurs during the hours while the child is enrolled in care and which requires hospitalization or emergency medical treatment.**

#### PLAN FOR INJURY PREVENTION

- A. To prevent injury and to ensure a safe environment, the staff member who opens each classroom is responsible upon arrival each day for monitoring the environment and for the removal of any hazards. Any needed repairs or unsafe conditions should be reported to the Directors Ashley Pierce or Sarah Treiber. The Program Directors will monitor the outdoor playground and remove any hazards prior to any children using the space.
- B. No smoking is allowed on the premises.
- C. Toxic substances, sharp objects matches and other hazardous objects will be stored out of the reach of children.
- D. A first aid kit and emergency contacts and telephone numbers for the children will be located in designated folders for teachers on teacher's desks.
- E. An injury report for any incident, which requires first aid or emergency care, will be maintained in the child's file as well as documented in the Central Log. The injury report includes the name of the child, date, time and location of accident or injury, description of injury and how it occurred, name(s) of witnesses, name(s) of person(s) who administered first aid and first aid required. Staff should use the Accident/Injury Report Form to record the above information. Staff should submit the completed form to the Program Director for review. Once the Program Director has reviewed the Accident/Injury Report form and has signed it, it should be given to the parent. The parent should be allowed to review it, sign it, and then be given a copy. The staff member should then log the report in the Central Log of Injuries and then file the report in the Child's file. Only staff that have a current First Aid will be allowed to administer first aid no matter how minor the injury.

#### PLAN FOR MANAGING INFECTIOUS DISEASE

Staff will take extra special precautions when children who are ill are diagnosed at the Center and when children who are mildly ill remain at the Center. Children who exhibit symptoms of the following types of infectious diseases, such as gastro-intestinal, respiratory and skin or direct contact infections, may be excluded from the Center if it is determined that any of the following exist:

- ☐ the illness prevents the child from participating in the program activities or

from resting comfortably;

- ☒ the illness results in greater care need that the childcare staff can provide without compromising the health and safety of the other children;
- ☒ the child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness;
- ☒ diarrhea;
- ☒ vomiting two or more times in the previous 24 hours at home or once at the center;
- ☒ mouth sores, unless the physician states that the child is non-infectious;
- ☒ rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease;
- ☒ purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission, with or without treatment;
- ☒ tuberculosis, until the child is non-infectious;
- ☒ impetigo, until 24 hours after treatment has started or all the sores are covered;
- ☒ head lice, free of all nits or scabies and free of all mites;
- ☒ strep infection, until 24 hours after treatment and the child has been without fever for 24 hours;
- ☒ many types of hepatitis are caused by viruses. The symptoms are so alike that blood tests are needed to tell them apart. In the U.S. the most common types of hepatitis are A, B, and C. Types B and C are spread through blood and other body fluids. Type A, is spread through contaminated food and water or stool (feces). 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 last blister has healed over.

A child who has been excluded from child care may return after being evaluated by a physician, physician's assistant or nurse practitioner, and it has been determined that he/she is considered to pose no serious health risk to him or her or to the other children. Nevertheless, the day care center may make the final decision concerning the inclusion or exclusion of the child. If a child has already been admitted to the Center and shows signs of illness (for example: a fever equal to or greater than 100.5 degrees by the oral or auxiliary route, a rash, reduced activity level, diarrhea, etc.), he/she will be offered their mat, cot, or other comfortable spot in which to lie down. If the child manifests any of the symptoms requiring exclusion (as listed above) or it is determined that it is in the best interests of the child that he/she be taken home, his/her parent will be contacted immediately and asked to pick the child up as soon as possible.

When a communicable disease has been introduced into the Center, parents will be notified immediately, and in writing by the Program Director. Whenever possible, information regarding the communicable disease shall be made available to parents. Program Directors shall consult the Child Care Health Manual for such information. DPH must be contacted when there is a reportable communicable disease in your program.

The program requires, on admission, a physician's certificate that each child has been successfully

immunized in accordance with the Department of Public Health's recommended schedule. No child shall be required, under 102 CMR 7.00 to have any such immunization if his parent(s) object, in writing, on the grounds that it conflicts with their religious beliefs or if the child's physician submits documentation that such a procedure is contradicted. This must be maintained in the child's file.

No child will be admitted into the program without the required documentation for immunizations.

**(Childhood Lead screening must be done on all children; it is not considered an immunization).**

The program will maintain a list of the children who have documented exemptions from immunizations and these children will be excluded from attending when a vaccine preventable disease is introduced into the program. The Massachusetts Immunization Program provides free

childhood vaccines. The toll free telephone number is 1-888 658-2850.

### **PLAN FOR INFECTION CONTROL**

The program director shall ensure that staff and children wash their hands with liquid soap and running water using friction. Hands shall be dried with individual or disposable towels. Staff and children shall wash their hands minimally at the following times:

#### **1. Before eating or handling food;**

- a. After toileting;
- b. After coming into contact with bodily fluids and discharges;
- c. After handling center animals or their equipment; and
- d. After cleaning.

The program director or lead teacher shall ensure that the specific equipment, items or surfaces are washed with soap and water and disinfected with a fresh, standard bleach solution (1/4 teaspoon per 1 qt.) using the following schedule:

#### **1. After each use:**

- a. Sinks and faucets used for hand washing after the sink is used for rinsing a toilet training chair;
- b. Toys mouthed by children;
- c. Mops used for cleaning bodily fluids; and
- d. Thermometers

#### **2. At least daily:**

- a. Toilets and toilet seats;
- b. Sinks and sink faucets;
- c. Drinking fountains;

- d. Water table and water play equipment;
- e. Play tables;
- f. Smooth surfaced non-porous floors;
- g. Mop used for cleaning; and
- h. Cloth washcloths and towels.

**3. At least monthly or more frequently as needed to maintain cleanliness, when wet or soiled, and before use by another child:**

- a. Cots, mats or other approved sleeping equipment;
- b. Sheets, blankets or other coverings; and
- c. Machine washable fabric toys.

### **PLAN FOR INFECTION CONTROL**

All staff should wear non-latex gloves when they come into contact with blood or bodily fluids. Specifically, gloves should be worn during diapering, toileting, when administering first aid for a cut, bleeding wound, or a bloody nose.

Gloves should never be reused and should be changed between children being handled.

Proper disposal of infectious materials is required. Any disposable materials that contain liquid, semi-liquid, or dry, caked blood will need to be disposed of in the secured trash receptacle located in the janitor's closet and marked "Biohazardous waste." The bags should be removed and securely tied each time the receptacle is emptied.

Cloth items that come into contact with blood or bodily fluids will be double bagged and sent home.

Each staff member will be trained in the above Infection Control Procedures upon employment and before working with the children and then annually.

### **PROCEDURES FOR USING AND MAINTAINING FIRST AID EQUIPMENT**

Location of first aid kit - Each classroom will have a first aid kit. Its location will be marked by a red cross contacted on the front of the container. The first aid kits are stored out of the reach of children but easily accessible in case of emergency.

Portable first aid kits used on walks will include: First aid supplies, children's emergency contacts and telephone numbers, and change for a pay telephone.

Who maintains the first aid kit? - The first aid kit is kept supplied by the program directors Ashley Pierce or Sarah Treiber. First aid kits will be inspected monthly but supplies will be replaced as needed. Staff should report missing items to the program directors Ashley Pierce or Sarah Treiber.

Staff certified in first aid and in accordance with recommended procedures will use all first aid supplies and/or equipment. All staff must be first aid certified within six (6) months of employment. One staff member certified in CPR must be on the premises during all hours of operation.

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**

Prescription Medication

A. Prescription medication must be brought to school in its original container and include the child's name, the name of the medication, the dosage, the number of times per and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician.

B. The Center will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.

C. The parent must fill out the Authorization For Medication Form before the medication can be administered.

Non-prescription Medication

A. Non-prescription medication will be given only with written consent of the child's physician. The Center will accept a signed statement from the physician listing the medication(s), the dosage and criteria for its administration. This statement will be valid for one year from the date that it was signed.

B. Along with the written consent of the physician, the Center will also need written parental authorization. The parent must fill out the Authorization for Medication form, which allows the Center to administer the nonprescription medication in accordance with the written order of the physician. The statement will be valid for one year from the date it was signed.

C. The Center will make every attempt to contact the parent prior to be child receiving the non-prescription medication unless the child needs medication urgently or when contacting the

parent will delay appropriate care unreasonably. Medication to treat chronic medical conditions or allergies will require an individual healthcare plan (HCP).

#### Topical Ointments and Sprays

A. Topical ointments and sprays such as petroleum jelly, sunscreen, and bug spray, etc. will be administered to the child with written parental permission. The signed statement from the parent will be valid for one year and include a list of topical non-prescription medication.

B. When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Center will follow its written procedure for nonprescription medication which includes the written order of the physician, which is valid for a year, and the Authorization for Medication form signed by the parent.

#### All Medications

1. The first dosage must be administered by the parent at home in case of an allergic reaction. First dose of medication will not be administered at the program with the exception of life saving medication.

2. All medications must be given to the teacher directly by the parent.

3. All medications will stored in the kitchen, out of the reach of children (in the right upper cabinet or on the refrigerator door shelf if refrigeration is necessary). All medications that are considered controlled substances must be locked and kept out of reach of children.

4. The Lead Teacher will be responsible for the administration of medication. In his/her absence, the Program Director will be responsible.

5. The Center will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to normal skin) which will include the child's name, the time and date of each administration, the dosage, and the name of the staff person administering the medication. This completed record will become part of the child's file.

6. All unused or expired medication will be returned to the parent.

#### **PLAN FOR MILDLY ILL CHILDREN**

Children who are mildly ill may remain in school if they are not contagious (refer to Plan for Infectious Disease) and they can participate in the daily program including outside time.

If a child's condition worsens or, if it is determined that the child poses a threat to the health of the other children, or if the child cannot be cared for by the classroom staff, the Program Director will contact the child's parent(s). The parent(s) will be asked to pick up the child. The child will be cared for in a quiet area, a classroom or in the Center's office by a teacher qualified staff member or by the Program Director until the parent(s) arrive to take the child home.

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**

During intake, parents will be asked to record any known allergies on the face sheet. The face sheet will be updated yearly.

All allergies or other important medical information will be posted in each classroom, on the refrigerator in the kitchen, and on the snack storage cabinet. Allergies list will be updated as necessary - new children enroll, unknown allergies become known.

All staff and substitutes will be kept informed by the Program Director so that children can be protected from exposure to foods, chemicals, pets or other materials to which they are allergic.

For a child with specific food allergies, the cook will inform the classroom staff of substitutions for snacks and lunches when completing weekly snack and lunch menus.

The names of children with allergies that may be life threatening (ie - bee stings) will be posted in conspicuous locations with specific instructions if an occurrence were to happen. The Program Director will be responsible for making sure that staff receives appropriate training to handle emergency allergic reactions.

#### **Individual Health Care Policy (HCP)**

All children with specific/life threatening allergies or conditions will be required to have an individual HCP from the child's pediatrician before entering the program.

### **Background Check Policy**

#### **14.02: Policy**

In order to ensure that employees or other persons regularly providing child care or support services with potential for unsupervised contact with children in any program or facility licensed and/or funded by EEC are appropriate for serving in their positions, a Criminal Offender Record Information (CORI) check and a DSS Background Record Check shall be performed on all candidates for positions in such programs or facilities, as provided in 606 CMR 14.00. Further, a Criminal Offender Record Information (CORI) check and a DSS Background Record Check shall be performed periodically, but no less often than every three years, on all persons in such positions. It is the policy of EEC that convictions of certain crimes, and certain other conduct, pose an unacceptable risk to the children served by EEC and its licensed and/or funded programs. 606 CMR 14.00 sets forth minimum standards for review of background information. Stricter standards

may be set by EEC licensed and/or funded programs. While effective immediately, EEC shall implement the provisions of 606 CMR 14.00 in phases. EEC shall issue implementation procedures with timetables for such implementation.

## **PROCEDURE FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE AND NEGLECT**

All staff members are mandated reporters according to Massachusetts General Law C119, Section 51A. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child he/she must file a report with the Department of Children and Families (DCF) See attached information for definitions, reporting procedures, etc.

The following procedure will be followed:

1. A staff member who suspects abuse or neglect must document her observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information. The staff member will discuss this information with the Program Director.
2. The Program Director will make a verbal report to DCF, to be followed by a required written report 51A within 48 hours. In order to contact the office of the DCF the following information is provided.  
Department of Children and Families (781) 477-1600
3. If a staff member feels that an incident should be reported to DCF, and the Program Director disagrees, the staff member may report to DCF directly.
4. All concerns of suspected abuse and neglect that are reported to DCF will be communicated to the parents by the Program Director unless such a report is contra-indicated.

### **Procedure for Identifying and Reporting Child Abuse/Neglect while in the care of the Center**

It is the Center's commitment to protect all children in care from abuse and neglect. The following are procedures for reporting suspected child abuse/neglect while the child is in the Center's care.

Any report of suspected abuse or neglect of a child by a staff member will be immediately reported to the Department of Children and Families and the Department of Early Education and Care (EEC). A meeting will be held with the staff member in question to inform him/her of the filed report.

**Dept. of Children and Families**                      **Phone# (781) 477-1600**  
**Department of Early Education and Care**    **Phone #(508) 996-3391**

The staff member in question will be immediately suspended from the program with unpaid pay pending the outcome of the DCF and EEC investigations.

If the report is screened out by DCF, the Program Director will have the staff member remain on suspension pending the EEC investigation. The staff member to return to the classroom once the staff is cleared by DCF and EEC. If the allegations of abuse and neglect are substantiated, it will be the decision of the Program Director whether or not the staff member will be reinstated. The Program Director and staff will cooperate fully with all investigations.

### **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.

Preschoolers will be encouraged to learn problem-solving skills and become self-correcting. They will be given the opportunity to choose alternatives that will enable them to participate in a socially acceptable manner without reinforcing their negative behavior. Teachers will assist in pointing out logical consequences to both positive and negative behavior.

Staff will use 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 physical corporal punishment, humiliated, frightened, verbally abused or denied food, rest or bathroom facilities. Children will never be disciplined for toileting accidents, sleep habits, or food consumption. 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.

### **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. Please provide a drink for your child, water will be provided throughout the day.

### **What to Bring**

Please provide your child with a bag/backpack to carry his/her belongings. Children should bring a blanket as well as a fitted crib sheet for their mat during rest time. Please keep a

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.

Clothing suggestions: Please make sure your child has a seasonally appropriate change of clothes to keep in their cubby. Preschool 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 has an appropriate change of clothes. **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 will provide a 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, pillow, and crib sheet for your child to rest with. Blankets, pillows, and sheet will be sent home every Friday for laundering. Please return them clean every Monday. No Child will be forced to sleep or wake.

#### **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. If your child is still in diapers you must provide diapers, 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. Please provide at least 3 sets of underwear and clothes each day until your child is trained. No child will be discriminated if not potty trained.

#### **Oral Health**

606 CMR 7.11 (11)(d): Educators must assist children in brushing their teeth whenever they are in care for more than four hours or whenever they consume a meal while in care.

Background and Regulatory Intent: This regulation is intended to increase awareness of the importance of good oral health practices for the Commonwealth's children. National research indicates that dental caries (tooth decay) is the most chronic childhood disease, five times more common than asthma. If untreated, dental caries results in cavities, pain, infection and, in some instances, devastating consequences for a child's overall health, including sickness and mortality. Primary (baby) teeth have a much thinner layer of enamel compared to adult teeth. Therefore, young children are more at-risk for tooth decay, which usually progresses more quickly than it does in adult teeth. Untreated dental caries can inhibit learning, speech, and eating, leading to problems in school and poor nutrition. U.S. children lose more than 51 million school hours due to dental-related illness, according to a 2000 report of the Surgeon General.

The Catalyst Institute's 2008 study on the oral health of Massachusetts' children found that more than one-in-four kindergarten children had evidence of dental decay, with nearly half of those children having untreated dental decay. The proportion of children from low-income families with untreated decay was at least double that of comparable groups.<sup>1</sup>

Dental caries and oral disease are almost entirely preventable. According to the Centers for Disease Control and Prevention (CDC), "When done routinely and properly, tooth brushing can reduce the amount of plaque which contains the bacteria associated with gum disease and tooth decay."

Application of this requirement to licensed programs:

- This regulation applies to all licensed programs that children attend for more than four hours per day.
  - This regulation also applies to all licensed programs where children have a meal (not a snack)<sup>2</sup> while in care, regardless of the length of time the children are in care.
- o Programs where children eat more than one meal must assist children with tooth brushing only once during the program day.

<sup>1</sup> White BA, Monopoli MP, Souza BS. Catalyst Institute The Oral Health of Massachusetts' Children January, 2008 <sup>2</sup> 606 CMR 7.12(10)(b) requires that children in care for less than four hours receive nutritious snacks. Children in care for more than four hours must receive meals in addition to snacks.

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o Tooth brushing need not follow a meal; it can be scheduled at any time that best fits the program's curriculum.

- This regulation does not apply to licensed school age programs when children are in care only before and/or after school. It does, however, apply during school vacation weeks and the summer months if children attend for more than four hours per day or have at least one meal during the program day.
- A program that relies on parents to provide tooth brushes or tooth paste for their children must have extra supplies on hand should a child forget to bring the needed supplies to the program.
- Programs that elect to charge parents a fee to cover the cost of tooth brushing supplies must limit their fee to a nominal amount. Fees must not be applied in a manner that may discourage parents from having their child participate in tooth brushing. Programs that

elect to charge fees must be “soundly administered” as required by 606 CMR 7.04(1). Any fee information must be included in the written fee schedule provided to parents, as required by 606 CMR 7.08(6)(g). Please note that programs may not charge parents receiving a subsidy through an EEC contract or voucher additional fees, beyond the parent fee established by EEC.

- Programs must encourage children to brush their teeth and assist them in doing so. Children must not be forced to brush their teeth. Parental choice regarding this requirement:  
This regulation creates an opportunity to provide families with resources and information about the importance of good oral health. It is also an opportunity to educate young children regarding good dental hygiene practices. However, EEC supports and respects parental choice.
- Individual parents who do not want their child (ren) to brush their teeth while in care must make a request for non-participation in writing. Programs may use the attached sample form. This request must be maintained in their child’s record.
  - o Like other information in a child’s record, this request to opt out of tooth brushing must be updated annually as required by 606 CMR 7.04(9).
- Licensees should inform parents of this non-participation option and give them an opportunity to decide whether their child should brush teeth while in care.
- Licensees cannot require, compel, or solicit parents’ decision not to have their child participate in tooth brushing because of the program’s reluctance to implement this requirement. Programs must be prepared to assist children with tooth brushing as required by this regulation.

### 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:

**E-mails:** E-mails will be sent to parents for reminders as well as a means of communication.

**Daily Reports:** A daily report will be prepared if requested 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 on this form.

**Parent Conferences:** Parent/Teacher conferences will be scheduled two times per year or by request. This conference will summarize your child's progress in our program. Conferences will be scheduled in November and May. We welcome parents to schedule a conference at any time.

**Facebook/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 Procedures**

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 physician 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.

#### **Withdrawal**

Parents may withdraw their child from our program at any time. A withdrawal fee of one month's tuition will be collected prior to your child's last day, if you choose to withdraw student mid school year.

#### **Termination**

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 suspension or 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 to: Habitual lateness, delinquency of payment, offensive language or behavior towards staff or children, parents unwillingness to help child with behavior issues/referrals. 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.

#### **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.

#### **Referral Policy**

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.

**Summer Program**

Busy Bee Nursery School’s summer program will run from the end of July to August for a total. Dates will vary each summer and will be determined during the school year. Camp sessions will be available half-day, full-day, or extended day. Children will enjoy a fun filled summer participating in activities such as: Water play, crafts, sports, games, music, and much more.

**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.

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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

\_\_\_\_\_  
Date

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