

Little Busy Bees Daycare

Parent Handbook

Welcome / Philosophy

Welcome to Little Busy Bees Daycare. This handbook covers our childcare philosophies, business policies, and expectations. Please read this handbook carefully and feel free to discuss with myself or a staff member any questions that you may have.

Little Busy Bees Daycare is committed to creating a safe, warm, loving environment where children can learn and grow physically, emotionally, creatively, intellectually, and socially at their own pace.

We strive to build each child's confidence and self-esteem by treating them as individuals and allowing them to express themselves in a variety of ways. Our goal is to make your child's time at daycare a positive experience for both the child and the parents.

We support families by maintaining open communication and encouraging parental involvement. Our objective is to care for your child in a way that reflects the love, respect, and attention you would give them at home.

The curriculum follows a weekly schedule based on monthly themes that support language development, sensory exploration, and motor skills. Activities include music, movement, storytelling, creative play, and hands-on learning.

What Makes Little Busy Bees Daycare Different

Little Busy Bees Daycare has been serving families since 2017.

We focus on:

- A safe and structured environment
 - Small group sizes for individualized attention
 - Strong and consistent communication with parents
 - A balance of learning and play
 - Building confidence, independence, and social skills
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Hours of Operation

Monday – Friday
5:00 AM – 8:00 PM

Saturday
6:00 AM – 3:00 PM

Early Drop-off / Late Pick-up Policy:

Early unscheduled drop-off is \$10 per 15 minutes. Parents must call or text at least 30 minutes in advance if early drop-off is needed.

Late pick-up is \$1 per minute after the scheduled pick-up time.

Consistent late pick-ups without communication may result in termination of services.

Parent Communication

Communication between parents and staff is extremely important in providing the best care for your child.

Little Busy Bees Daycare communicates with parents through:

- Brightwheel
- Text messages when necessary
- Verbal communication at drop-off and pick-up

Parents will receive updates regarding meals, naps, diaper changes, and daily activities.

Parents are encouraged to communicate any concerns, schedule changes, or important information regarding their child.

Enrollment Requirements

Before your child can be officially enrolled in Little Busy Bees Daycare, the following documents must be completed and submitted:

- Signed Parent Contract and Rate Agreement
- Completed Child Profile
- Copy of Immunization Records
- Signed consent forms
- Registration fee of \$25

Spaces will not be held by verbal agreement. Registration and deposit must be paid in order to reserve a childcare spot.

Parents and children are required to visit the daycare prior to enrollment so that the child can become familiar with the environment and caregivers.

Signing In and Out / Attendance

Children must be signed in and out daily by a parent or authorized adult.

If your child will not attend daycare on a scheduled day, parents must notify the daycare as soon as possible. This allows us to plan meals and activities appropriately.

If someone other than the parent will pick up the child, staff must be notified in advance. The person picking up the child must show valid photo identification.

Children will not be released to unauthorized individuals.

Health and Illness Policy

If a child is too sick to attend daycare, they must remain home.

Children should not attend daycare if they have:

- Fever of 100.5°F or higher
- Vomiting
- Diarrhea
- Severe cough
- Difficulty breathing
- Eye infections
- Undiagnosed rash
- Lice or nits
- Contagious illness

Children sent to daycare with these symptoms will be sent home. We do not give any medication to children.

Children must be **fever-free for 24 hours without medication before returning.**

Parents must notify the daycare within 24 hours if their child has a communicable illness.

Meals and Nutrition

Little Busy Bees Daycare provides nutritious meals and snacks.

Meals may include:

- breakfast
- lunch
- afternoon snack
- dinner (depending on pick-up time)

Infants must bring formula, breast milk, or baby food.

Parents may also send food for children 2 years and older if preferred.

Food allergies must be reported to staff so proper precautions can be taken.

Outdoor Play

Children are taken outside daily when weather permits.

Outdoor play supports:

- physical development
- social interaction
- exploration

Parents must provide appropriate outdoor clothing for the weather.

If a child does not have appropriate clothing, they may need to remain indoors.

Discipline Policy

At Little Busy Bees Daycare, discipline focuses on teaching respect, responsibility, and self-control in a safe and supportive environment.

Children are encouraged to:

- Respect others
- Follow safety rules
- Take responsibility for their actions

We use positive guidance strategies to support appropriate behavior, including:

- Redirection
- Problem-solving
- Modeling appropriate behavior
- Calm-down spaces for self-regulation
- Teaching emotional awareness and regulation

When a child is having difficulty, staff will:

- Provide guidance and reminders
- Help the child understand proper behavior
- Support the children calming down before returning to the group

A brief, supervised calm-down period may be used when necessary to help a child regain control. This is always:

- Age appropriate
- Supervised at all times
- Used as support, not punishment

The following discipline methods are strictly prohibited:

- Corporal punishment of any kind
- Harsh, humiliating, or frightening treatment
- Withholding of food, rest or bathroom
- Unsupervised separation
- Physical restraint, except in emergency situations to protect safety

Our goal is to help children develop self-control, confidence, and positive social skills.

Toys and Electronics

Children are not permitted to bring toys or electronic devices from home unless requested for a specific activity.

This prevents toys from being lost, damaged, or causing conflicts between children.

The daycare provides a variety of toys and learning materials.

Items Needed From Home

Parents must provide the following items:

- diapers
- wipes
- spare clothing
- nap blanket or comfort item
- indoor shoes

All items must be labeled with the child's name.

Potty Training

Little Busy Bees Daycare supports children during potty training.

Parents must provide:

- training pants or pull-ups
- several changes of clothing

Staff will work together with parents to maintain consistency.

Emergency and Safety Procedures

Little Busy Bees Daycare prioritizes safety at all times.

In case of emergency:

- 911 will be called if necessary
- Parents will be notified immediately
- Children remain supervised

The daycare maintains:

- First aid supplies
- Emergency contact records
- Fire safety plan

Drills are conducted as required.

Children are never left unattended.

First Day of Care

The first day of daycare may be an adjustment for both the child and parents.

Parents should arrive at their scheduled time and bring all required items.

Staff will help the child become comfortable with the daycare environment and routine.

Parents will receive updates through Brightwheel and staff will share information about the child's day during pick-up.

Program Capacity

Little Busy Bees Daycare is licensed as a Group Family Daycare and may care for:

- up to 12 children during the day
- up to 4 additional school-age children for after-school care

Maintaining a smaller group allows for more individualized attention.

Tuition

6 weeks – 2 years old

Weekly: \$420

Full Day (6-10 hours): \$95

Part Time (3-5 hours): \$65

Hourly (3 hours or less): \$22

2 – 3 years old

Weekly: \$400

Full Day:(6-10 hours) \$90

Part Time: (3-5hours) \$60

Hourly:(3 hours or less) \$20

3 – 5 years old

Weekly: \$380

Full Day: (6-10 hours) \$85

Part Time: (3-5 hours) \$57

Hourly: (3 hours or less) \$20

6 – 12 years old

Weekly: \$355

Full Day: (6-10 hours) \$80

Part Time: (3-5 hours) \$55

Hourly: (3 hours or less) \$20

Tuition is due on the first day of the care week.

Payments may be made by:

- cash
- Zelle
- money order

Late payments will be charged \$5 per day.

After three late payments, tuition may be required two weeks in advance.

Tuition is due regardless of attendance, including absences due to illness, personal days, or schedule changes.

Little Busy Bees Daycare operates on a reserved enrollment basis. Tuition payments secure your child's space in the program and allow for proper staffing, scheduling, and daily operations.

If your child will be absent due to vacation:

- A minimum two-week written notice is required
- A holding fee of \$100 per week is required to reserve your child's spot

If proper notice is not given or the holding fee is not paid:

- The child's spot may be filled by another family
 - Re-enrollment is not guaranteed
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Withdrawal of Services

A **minimum two weeks written notice** is required to terminate childcare services.

Payment is still required during the notice period even if the child does not attend. If a child is absent without communication for more than 3 days, it may be considered voluntary withdrawal and the child's spot may be released.

Any outstanding balance must be paid in full before services are officially terminated.

Little Busy Bees Daycare

Parent Contract & Rate Agreement

Child Information

Child's Name: _____

Date of Birth: _____

Start Date of Care: _____

Parent/Guardian Information

Parent/Guardian Name: _____

Address: _____

Phone Number: _____

Email: _____

Schedule of Care

Days Attending: _____

Drop-Off Time: _____

Pick-Up Time: _____

Tuition Agreement

Tuition is based on enrollment, not attendance.

Rate (check one):

☐ Weekly

☐ Full Day (6–10 hours) M____ T____ W____ TH____ FRI____

☐ Part Time (3–5 hours) M____ T____ W____ TH____ FRI____

☐ Hourly (3 hours or less) M____ T____ W____ TH____ FRI____

Weekly Tuition Amount: \$ _____

Payment Terms

- Tuition is due on the first day of the care week
- Payments accepted: cash, Zelle, money order
- Late payment fee: \$5 per day
- After 3 late payments, tuition may be required 2 weeks in advance

Tuition is required regardless of attendance, including absences due to illness, vacation, or personal days.

Parent Acknowledgement

I acknowledge that I have received and read the Little Busy Bees Daycare Parent Handbook and agree to follow the policies outlined.

Parent Name: _____

Child Name: _____

Signature: _____

Date: _____