

# Parent Handbook



Bee Smart Family Childcare  
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## PHILOSOPHY

Bee Smart Family Childcare philosophy is to provide quality educational programs for overall development for each child. This is accomplished by providing a safe environment and an age-appropriate educational program, which meets the individual needs of each child in the following areas:

- To Provide safe and loving environment.
- To develop fine and gross motor skills.
- To develop cognitive thinking skills.
- To encourage independence.
- To develop social skills.
- To foster positive self-esteem.

## CURRICULUM

Bee Smart Family Childcare my goal is to provide a well-balanced educational program. This is best accomplished by introducing by introducing each child to wide variety of educational experiences. These experiences will be obtained through rotating learning centers and theme-oriented segments developed by me. Each child will have the opportunity to participate in our learning curricula:

**Dramatic Play, Science, Cooking, Math, Language, Blocks, Art, Circle Time, Outdoors Activities**

## SECURITY

**The door is always locked- parents will have to wait for me to unlock the door when they arrive and leaving the building. For additional safety, a TV monitoring system covers the room and playground to ensure protection while under my care.**

## ARRIVAL & DEPARTURE

Each child must be escorted into the building and signed in by an adult no later than 9am. Children will only be released to parents/guardian or an adult authorized by parent/guardian to pick up his/her child/children. The person responsible for the child must present appropriate identification and must come into the building and sign the child out. Remember the safety of your child/children is our main concern.

## LICENSING & ACCREDITATION

Bee Smart Family Childcare is registered by the “Florida Department of Children and Families”. This means that Bee Smart Family Childcare must meet certain quality standards and background checks are checked and screened for criminal records. I am also CPR certified and must renew every 2 years.

### Enrollment

Legal parents/Guardian must complete all necessary forms provided in the registration packet as required by “Department of Children and Families”. Requirements for immunizations and medical checkups for good health of your child/children must be completed by the physician before enrollment. Keeping your child/children immunization current is the parents responsibility and the updated physical and immunization records (blue or yellow) from the pediatrician must be submitted at the time of registration or within 30 days thereof or the child/children will be excluded from school until such records are on file per rules from the Department of Children and Families. Parents are responsible for notifying Bee Smart Family Childcare in writing when any information concerning their child/children has changed such as:

- **Home Address/ Phone number**
- **Medications/Allergies**
- **Emergency Information**
- **Change in family routine**
- **Custody**
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**All students records are confidential and the property of Bee Smart Family Childcare**

### ITEMS FROM HOME

Please do not allow your child to bring sweets, toys, jewelry, or money to school. I cannot be responsible for lost items. Please explain this to your child/children.

## HOURS OF OPERATION

Bee Smart Family Childcare is open Monday through Friday from 7am to 5:30pm.

I will be open the entire year except on the following days:

New Year's Eve  
New Years (January 1st)  
Christmas Eve 24th  
Christmas Day 25th  
Martin Luther King Jr.  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day (Thursday & Friday)

## VACATION/ABSENCE/ILLNESS

Every child enrolled for 12 consecutive months is entitled to a 1 week **vacation** a year. There will be no fee during this time, while the child is absent.

There will be no reduction in tuition fees for **absences**.

Please notify me if your child/children will be absent. If your child is absent due to **illness**, please wait until symptoms have disappeared before your child returns to school.

## BIRTHDAYS

Here at Bee Smart Family Childcare like to make birthday's special event for you child. If you have any suggestions or request for your child's birthday celebration, please inform me ahead of time. If your schedule allows, please visit us and celebrate together with your child and the whole class.

## COTS

Bee Smart Family Childcare provides cots for afternoon naps, sheets and blankets. Bee Smart Family Childcare takes care of washing all the linen ever Friday.

## **DISCIPLINE**

Discipline is based upon positive reasons for respecting one another and safety. Lessons in discipline are taught by clearly telling the children what is expected of them, reinforcing good behavior, providing a realistic environment, setting good examples, and giving children acceptable choices. If unacceptable behavior continues, I will help redirect then unacceptable behavior by providing choices. The children will always remain in sight of the teacher.

Should a child (any age) refuse to follow instructions from the teacher, a report will be filed for each occurrence and submitted to the parents/guardian for signature. In the event the child continues to disobey instructions from the teacher repeatedly, Bee Smart Family Childcare reserves the right to cancel the contract immediately and without further notice. Bee Smart Family Childcare will not be liable for any accidents or injuries resulting from such behavior and no claims can be filed against Bee Smart Family Childcare or the owner/ teacher at any time for any reason. Bee Smart Family Childcare hereby expressly makes parents aware of the fact.

## **MEALS & BEVERAGES**

Early bird get breakfast which Bee Smart Family Childcare provides. Children eat between 7am-8:30 Bee Smart Family Childcare does not provide lunch. We ask that parents provide a nutritious lunch for their child in labeled containers. Meals are kept in the refrigerator unless already in proper insulated coolers or lunch boxes with ice packs. Bottled water is always available to your child and is encouraged after outdoor play and other activities. If your child has food allergy, which is verified medically, please provide alternative snacks.

## **CLOTHING**

Children should wear appropriate clothing for our daily activities. I cannot be responsible if clothes get damaged or dirty. Closed-toed shoes are mandatory, flip-flops are not allowed. Please provide a change of clothes for the appropriate weather. Keep in mind that the weather may change, and the children go outside twice a day. In hot weather make sure to put sunscreen on your child before entering school.

## **EMERGENCY PROCEDURES HURRICANE/NATURAL DISASTER POLICY**

If Lee County is under a Hurricane Warning or Watch Bee Smart Family Childcare will follow the Lee County School system which means the center will be closed. Parents/guardians must make arrangements to pick up their child immediately if the child is already at the center. Tuition will not be reduced, refunded or transferred over for the time Bee Smart Family Childcare is closed due to the acts of God or natural disasters.

### **FIRE**

Bee Smart Family Childcare will conduct a monthly fire drill to familiarize the correct procedure. The children's safety is our first concern. The teacher will evacuate the children from the building to a safe pre-determined area counting the children against attendance records to be sure no one is missing. Parents will be notified and arrangements to pick up your child may be necessary.

### **ACCIDENTS**

In the event your child is injured I will notify parents/guardian immediately. The extent of the injury will determine the proper action taken. Parents will be informed of such accident in writing and must sign the accident report when picking up the child. If necessary, the center may need to seek emergency medical care for your child.

### **CHILD ABUSE AND NEGLECT**

Under Florida Law childcare workers are required to report to "Florida Department of Children and Families" any incidents or suspected child abuse or neglect. Failure to report could lead to prosecution and Bee Smart Family Childcare will follow the rules accordingly.

## **Medical**

The only medication we are permitted to administer is prescription medication with the child's name, date, doctors name, dosage given. I will be responsible for administration of all medicine. **PARENTS MUST SIGN A PERMISSION SLIP FOR ANY MEDICATION GIVEN.**

## **HEATH AND SAFETY POLICY**

Bee Smart Family Childcare strives to maintain a healthy environment for your child. Maintaining a child's health, avoiding exposure to unhealthy conditions, and protecting your child from harm are our major concern. While exposure too many contagious diseases is a normal part of childhood, we will notify you if your child has been exposed and ask you to keep us informed.

### **PLEASE KEEP YOUR CHILD HOME IF SYMPTOMS SUCH AS THE FOLLOWING OCCUR:**

- Fever (over 100 degrees - if your child is in the center, you will be notified)
- Diarrhea (two times-child must be taken home)
- Vomiting (two times-child must be taken home)
- Constant green nasal discharge
- Severe coughing (child makes high pitched croup - like cough or whooping sounds)
- Difficulty or rapid breathing

## **PHOTOS/VIDEOS**

Bee Smart Family Childcare may take or have photos , pictures or videos of events, classes, or special occasions and the one or the other child may show in such places as described above. Such photos, videos, or pictures shall not be constructed as the basis for any claims by parents at any time.



## **Classroom Schedule**

**7am-8am-9am Snack/Free Play**

**9:00am-9:30 Circle Time**

**9:30-10:00 Art**

**10-10:30 Learning Centers**

**10:30-11:00 Ready Set Grow**

**11:00-11:30 Outdoor Play**

**11:30-12:00 Lunch**

**12:00-2:00 Nap**

**2:00-2:30 Group Time**

**2:30-3:00 Snack**

**3:00-3:30 Learning Centers**

**3:30-4:00 Outdoor Play**

**4:00-4:30 Music**

**4:30-5:00 Puzzles**

**5:00-5:30 Small Groups**

**5:30 Departure**