

Addendum: Busy Bees AZ Centers

1. Days and Hours of Operation

Busy Bees centers are open 6:00am–6:00pm Monday to Friday. Late fees will apply for pick-ups after 6:00 p.m.

The center is closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Indigenous Peoples' Day (Professional Development Day)
- Thanksgiving Day and the day after
- Christmas Day

2. Emergency and Inclement Weather Closing Procedures

In consideration of the needs of our families, we make great efforts to remain open in almost all situations. Should it be deemed necessary to close the center, in the case of severe weather or other emergency situation, communication will be sent to families via BP Connect. Families are responsible for tuition payment in the unlikely event the center is closed on your scheduled day.

Should the center need to close in the middle of the day, the school staff will attempt to reach the child's families first to arrange for pick up. Should the staff be unable to reach the families, all emergency contacts will be called until pick-up arrangements may be made. Staff will notify the families or emergency contact person at the time of the call of the pickup location should the children need to be evacuated from the childcare center. Should staff be unable to reach any of the emergency contacts, and the center is to be evacuated, a message will be left for all contacts that were called and a note will be posted on the door with evacuation information. Families or emergency contact persons should report directly to the alternate location if one is indicated.

3. Clothing and Supplies

Children should be comfortable all day. Please dress your child in play clothes that are easily fastened for independence including closed toed sneakers or rubber-soled shoes. Open toed sandals, jelly shoes, or flip-flops are not conducive to safe outdoor play.

Children will play outside as often as possible, including during the winter months; please be sure they are dressed in proper clothing including a light jacket or sweater on chillier days.

All children should have one extra change of clothing left at the center at all times. Younger children may need more. Children that are potty training will need several pairs of extra underwear as well.

Please label all of your child's belongings. Busy Bees is not responsible for lost or stolen personal items.

In addition to clothing and appropriate outerwear, please provide a blanket that will fit in your child's cubby and a small comfort item like a stuffed animal if your child would like.

4. Meals

Busy Bees provides nutritious meals and snacks that have been approved by USDA and CACFP. A morning breakfast, lunch and two snacks are served daily. An early bird breakfast is available at all centers from 6:00–7:00am. Menus and times for all meals are posted in each center. Milk will be served with breakfast and lunch; water will be served with snacks and throughout the day to keep the children well hydrated.

No outside food is permitted in the center.

All meals are served family style, with the children sitting at tables with educators to promote good manners, eating habits, and social skills. Busy Bees curriculum focuses on developing healthy, well balanced eating habits.

Bottles are permitted in the infant room only. Sippy cups will be provided daily as needed.

Breastfeeding mothers are welcome to come to the center during the day to feed their child at their convenience.

5. Food Allergies

Food allergies are a growing concern with children across America. A major issue such as this one needs to be taken very seriously, and it has always been the policy of Busy Bees to make the safety and well-being of our children a top priority.

Busy Bees is a nut-free facility. Busy Bees will not serve any foods containing peanuts. This includes peanut butter & jelly sandwiches, peanut snack mix, peanut butter cookies, etc. No classroom projects that involve peanut butter will be conducted, such as pinecone bird feeders.

Due to high food allergies and sense of classroom community, families are prohibited from bringing any outside food (i.e., donuts, yogurt, cereal bars, etc.) into the center for their child to eat individually at the classroom table.

Because many children have food/ingredient allergies, we must ask families not to send in homemade treats for celebrations. Our staff closely monitor all store-bought food that is brought into the classroom and take every precaution to keep children with allergies from coming in contact with those foods. If you would like to provide a non-food special treat for the day, your child may bring in stickers, bubbles, coloring pages, or another small item to share with his or her friends. We appreciate your cooperation in this matter.

If your child has a food or ingredient allergy, please contact your Center Director to discuss your child's individual needs.

6. Individual Health Needs

If your child has any special health needs such as an allergy, asthma, seizures, etc., a written Individual Health Care Plan needs to be completed in conjunction with your physician and Center Director. This plan will include step by step instructions regarding the care of your child. Children may not begin in care until proper documentation has been completed and received.

7. Medications

The staff at Busy Bees are not authorized to administer medication to the children including both prescribed and over the counter medications.

Busy Bees will administer emergency medications when needed, including EpiPens, inhalers, and nebulizer treatments.

All medications must be in their original container. Prescription medications must include the child's name, pharmacy, pharmacy phone number, health care provider's name, the date filled, name of medication, dosage, frequency, and date to discontinue if appropriate. Parents must provide medication dispensing tools such as medicine cups, droppers, spacer, etc.

Parents are required to fill out a written authorization for over-the-counter topicals, including diaper ointment as needed. Busy Bees asks that you apply sunscreen prior to arriving at the center and provide a sunhat if needed for outdoor play.

8. Incident and Injury Reports

Should your child be involved in an incident/accident during the day, a staff member will complete an Incident Report. The Report will be presented to you and discussed at pick-up. Should you feel it is necessary to have an in-depth discussion or meeting, it is more appropriate to schedule the meeting for an alternate time as the teacher is responsible for supervising the remaining children in the classroom during pick-up time. A telephone conference or in person meeting may be scheduled at a mutually agreed upon time.

Families are responsible for any medical expenses incurred because of an injury sustained while under our care.

9. Families Right to Immediate Access

Families of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Busy Bees, as provided by law. In cases where the child is the

subject of a court order such as Custody Order, Restraining Order, or Order of Protection, Busy Bees must be furnished with a Certified copy of the most recent order and all amendments thereto.

If at any time the court ordered documents are updated, we must have the complete updated document to put on file. Prior legal documentation will be followed until revised documentation is received. In the absence of any legal documentation, both biological parents will have equal rights.

10. Accreditation

Busy Bees strongly supports and endorses the values and philosophy underlying The National Accreditation Commission (NAC). NAC accredited programs have demonstrated commitment to providing a high-quality program for young children and their families. While the accreditation process examines the total program, the greatest emphasis is placed on the quality of interactions between staff and children, and the developmental appropriateness of the curriculum.

Busy Bees is also a proud supporter and participant in the Quality First Program, a division of First Things First.

11. Curriculum Planning

The Busy Bees Curriculum, BeeCurious, regards children as competent and capable individuals, creating opportunities for curiosity and wonder to become a reality, resulting in children who explore, discover, create, adapt, persevere, collaborate, lead, and learn.

Each day, our educators will plan different activities based on the identified interests and inquiry leads of the children, organized according to the topics of building connections and creative discovery, physical literacy, STEM discovery, environmental stewardship, and global citizenship.

Additionally, educators will implement activities that have a standardized component with respect to the academic skills being targeted. These are organized under the topics of Math Discovery and Language and Literacy, encompassing the Arizona Early Learning Standards and Arizona's Pre-K Learning Standards.

Our approach to learning involves hands-on exploration through play, guided questions and meaningful conversations, documentation of meaningful learning moments to launch further learning, individual discoveries, and scaffolded learning designed to activate children's natural curiosity.

12. Class Assignments

Busy Bees accepts children from six weeks of age to 12 years old. Your child will be placed in the classroom that best suits their chronological age. Classroom transitions will depend on your

child's chronological age, developmental readiness, and availability in the next classroom.

13. Notice of Nondiscriminatory Policy

It is the policy of Busy Bees to ensure opportunity without discrimination or harassment on the basis of race, color, citizenship, religion, gender, gender identity, marital status, age, national origin, sexual orientation, disability, genetic information, amnesty, Veteran status, or any other characteristic as protected by law. Busy Bees prohibits such discrimination or harassment.