

Memo: Drop Off & Pick Up

Welcome to the Busy Bees Family,

Welcome to Busy Bees! We're so pleased to welcome you and your child to our community. We understand that starting childcare is a big step for families, and we want you to know that your child's safety, well-being and sense of belonging are at the heart of everything we do.

We write this to remind all families of our procedures regarding the drop-off and pick up of children at Busy Bees North America centers. These procedures are in place to protect all of our children and to ensure that the transfer of responsibility for them is clear between parents and our caregivers.

For the safety of all of our children, please follow these procedures when dropping off or picking up children from our program:

- Please ensure you always accompany your child into their room and keep them with you at all times.
- For safety and to support a calm classroom environment, we ask that only one adult enters the classroom per child at pick up and drop off.
- Please bring your child into their classroom to the designated drop off area Big Hugs Boulevard, ensure your educator is aware your child is present and has signed them into our attendance record. Please do not leave them alone with a field placement student.



- If the classroom is in the process of transitioning from one space to another (to / from playground, bathroom, multi-purpose room, etc) when you arrive to drop off or pick up, please allow them to fully complete their transition and follow along with the group until they reach their final destination. It is during transitions that there is greatest risk of a child separating from the group, and so our educators must remain vigilant and focused on the children during transition times. They have been instructed not to stop and speak with you until the entire group has reached their destination, and an attendance check has been completed.
- Please keep your conversations with the educators brief at drop off and pick up times. Our educators' focus must be on the children. If you require more time for conversation, please speak with the Center Director and they will be happy to arrange a suitable time to speak with them or with your child's teacher.
- Under no circumstances should a child be left unsupervised in a classroom or hallway
- When picking up your child, please ensure the educators are aware you have arrived and that your child is leaving, so that they can be signed out on our attendance record. If the educator is unfamiliar with you, you will be asked to provide photo identification.
- When entering the classroom please ensure the classroom door is closed. Do not stand in an open doorway.

Our responsibility for the care of your child begins the moment they are received by a member of our team and are signed in. It ends only when the child has been returned to your care and the Educator signs the child out of care in the room.

By following these procedures, we ensure our children are always in the care of a responsible adult.



Thank you for partnering with us to keep all of our children safe