



# Bethany Busy Bee Preschool

*Parents' Handbook*

2011-2012

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A happy place "buzzing"  
with activities and  
enjoyable experiences  
for your child.



Train up a child in the way he should go, and when  
he is old he will not depart from it. Proverbs 22:6

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# PARENT HANDBOOK OF POLICIES AND PROCEDURES

## BETHANY BUSY BEE PRESCHOOL

Welcome to Bethany Busy Bee Preschool. We hope that the information you find in this handbook will be helpful in answering any questions you may have concerning your child's year here. Please feel free to talk to your child's teacher or the director, if you need further information.

### PURPOSE

Bethany Busy Bee Preschool seeks to partner with parents and the church to offer neighborhood families a quality, preschool education in a loving, Christian environment. Deut. 6:6-7

### PHILOSOPHY

We believe that God has specially created each person with unique abilities and needs. Our aim is to help each child mature spiritually, socially, emotionally, mentally, and physically – recognizing and developing their distinct, God-given abilities and addressing their individual needs. We believe that the parents are the primary teachers of their children. Our intent therefore is to assist parents by reinforcing the truths of God and His love for all people; and teaching the skills and knowledge which will equip them for success in the years ahead.

### GOALS

**Emotional:** It is our deep desire that each child feel loved, respected and honored. Their independence and self confidence will be strengthened as we help each one realize that she/he is valued and competent.

**Mental:** Busy Bee provides children with a solid foundation for success in life-long learning. Our goal is to provide a positive, engaging and challenging environment with opportunities for the children to learn as much as they can. They will be regularly engaged in solving problems, sorting, classifying, comparing, counting and making patterns for printing.

**Physical:** We strive to offer appropriate opportunities that will aid the children in developing both gross motor and fine motor skills – from balance, throwing and kicking to cutting and writing.

**Social:** Our overall goal is to help each child develop good interpersonal relationships, learning to work out conflicts and interact with others in a positive way. We emphasize cooperative play situations because we believe that communication and socialization skills are high priorities for the young child. Preschoolers are beginning to learn self-control and how to follow rules and routines.

**Spiritual:** God loves us and cares for us, and so we seek to show and reinforce HIS love towards each student and family we meet. Our desire is to partner with the parents in providing spiritual training, teaching the children to love God; and, to know and follow the truth found in His Word, the Bible. Psalm 119:105 This is an integral part of Busy Bee's program.

### CHILDREN

Busy Bee Preschool accepts children ages 2 1/2 years to 5 years old by October 1st of the current school year. We offer our services to any child in the community regardless of religious, racial, economic or social status.

**Special Needs:** Busy Bee Preschool is ADA compliant. Children with special needs are welcomed. The Busy Bee staff will work with the parents to ensure that reasonable accommodations are made so the needs of the child can be met.

## THE BUSY BEE SCHEDULE

**Daily Schedule:** The preschool operates daily from 9:00 A.M. to 12:00 Noon. Below is the schedule we usually follow.

9:00--10:05	Individual and small group learning activities during Free Play.
10:05--10:10	Clean up time
10:10--10:20	Circle time (attendance, helpers, letter, number, color, etc.)
10:20--10:40	Music and movement with another class
10:40--10:50	Bathroom
10:50--11:00	Snack
11:00--11:30	Recess, gross motor activities, social skill building
11:30--12:00	Bible and other stories, science, puzzles, fine motor activities

### Extended Day Options:

**Lunch Bunch**--This is offered to children in class on Monday, Wednesday, Thursday or Friday who would like to **bring a lunch** and stay until **1:30 P.M.** The children eat lunch with the teacher and their friends. This time is an ideal opportunity for social conversation as well as learning to use good table manners. Art projects, science, cooking, or games are planned as well as time for free play. The cost of Lunch Bunch is **\$9.00** which can be paid on that day, or with your monthly tuition.

**Mother's Day Out**--This **theme oriented** program takes place on Friday from **9:00 to 1:00**. During this time the children do art projects, cook, play, eat lunch, and watch a short video that goes with the theme of the day. The day is structured to include music and recess with the other classes, as well as many social learning opportunities. **Children must bring their own lunch.**

### Scheduled School Closures:

Busy Bee Preschool is closed on the following days:

Labor Day—**September 5**

ECCDA In Service—**October 14**

Thanksgiving Break—**November 21-25 (entire week)**

Christmas Vacation—**December 19 – January 2 (no school on Monday, Jan. 2)**

Martin Luther King Day—**January 16**

President's Day—**February 20**

Spring Vacation—**March 26-30**

Good Friday —**April 6**

Except for **one in-service day on Friday, October 14<sup>th</sup>** and **Good Friday, April 6<sup>th</sup>**, the dates for these closures follow the Littleton Public School Calendar.

### Unscheduled School Closures:

**Snow Days**--If the television or radio announces that Littleton Public Schools are closed, Busy Bee will also be closed. Busy Bee Preschool is open with regular hours on those days when Littleton Public Schools have a late start. Please feel free to call your child's teacher or the director if you have any questions about whether there will be school.

If any other unforeseen event causes the school to close, parents will receive a phone call from the teacher.

## REGISTRATION INFORMATION

The registration form indicates your preference for class placement and gives us permission to include your child's name, address, and phone number on the class list. A **nonrefundable fee** of \$80 is submitted with the Registration Form at the time of registration for each child. This fee holds the space in the class for the student and does not apply toward other fees or tuition.

## CONFIDENTIALITY

Bethany Busy Bee Preschool maintains strict confidentiality of all student records. Student files are in a locked file cabinet in the preschool office. Only preschool staff have access to these files. The files are maintained for five years and then destroyed.

## ENROLLMENT

Human Services requires preschools to have the following forms completed and signed for each child's file each year:

1. **Information & Permission Form**—This information helps the teacher get to know her students and provides us with your permission for: using the stairs to go to the gym; watching occasional short videos that are appropriate to the current curriculum; including your child's name and photo in the end of year books; and, posting your child's photo, in an unidentified group picture, on the Busy Bee web site.
2. **Emergency Card**—This form indicates whom to call in an emergency - family, friends, doctor, dentist, hospital, etc. and gives permission for field trips. Please update us through the year with any changes in this information.
3. **Physical Form**—This form must be signed and dated by the doctor. The child must have had a physical within the last 12 months for the child to attend preschool.
4. **Immunization Record**—This must be current and signed and dated by a medical professional, or signed by a parent claiming an exemption.
5. **Confirmation Form**—This form signifies that a parent has received, will read and comply with the policies and practices outlined in this handbook. According to Colorado state law, these forms must be on file on the child's first day of school. There is no longer a grace period for compliance. Once the forms are submitted, the child can attend school.

## FEES AND PAYMENT INFORMATION

**Registration fee:** Each child is required to pay a non-refundable \$80 registration fee. This fee holds a space for your child in the preschool. (See above)

**Tuition:** Busy Bee Preschool is a not for profit, self-supporting preschool. We rely on timely tuition payments so our teachers can be paid and we can run smoothly and efficiently. Tuition for the 3 day class is \$195 per month; 2 day classes are \$135 per month and Mother's Day Out is \$85 per month. Payment of tuition is due on the 1<sup>st</sup> of each month. A late fee of \$15 may be assessed for all checks received after the 10<sup>th</sup> of the month. A return check fee of \$20 will be charged for all returned checks. If more than one tuition check is returned by the bank, cash or a money order payment will be required.

**Activity Fee:** An activity fee of \$40 is due in September. This fee contributes towards expenses incurred for special events, especially those including special guest performers such as: Fall Festival, Merry Andrew Afoot, Thanksgiving Feast, Christmas Performance, and the Graduation Ceremony. The activity fee also covers some expenses associated with the end of the year book, and a special Mother's Day and Christmas project.

**Withdrawal:** If you must withdraw from Busy Bee before March 1, 2012, and you give us 30 days written notice, we will apply your May, 2012 payment to your last month's tuition. However, no refund will be given without the **required 30 days written notice** before withdrawing your child. No refund of the May tuition will be available after April 1<sup>st</sup>.

**Lunch Bunch:** The cost for this drop in program is \$9 per Lunch Bunch attended and can be added to the monthly tuition total.

**Late child pick up:** Late fees start fifteen minutes after class dismissal time. Parents who pick up their children late may be charged a fee of \$5.00 for the first fifteen minutes. Every five minutes after that an additional \$3.00 may be charged. This is to be paid **at that time** to the teacher who has been watching the children.

## SAFETY MEASURES

**Locking the doors:** As a safety precaution, we unlock the preschool entrance at 8:45 A.M. and re-lock it at 9:15 A.M. The preschool entrance doors are supervised for the 30 minutes they remain unlocked. The entrance is unlocked again at 11:45 A.M. and locked at 12:15 P.M. Those arriving between these times will need to use their key card at the entrance by the church offices. If you do not have your key card, please ring the doorbell just left of the entrance doors and/or call the preschool office. Occasionally the office staff are busy and away from the desk, so it may take a moment to respond. The director or designated person will walk through the facility before locking the doors at the end of the day, to ensure there are no unaccounted for children.

**Sign in and sign out:** We are required by Social Services to have each parent or carpool person sign in the children they are leaving with us; and, at the end of the day sign out for the children they are picking up from preschool. **Adults must sign their own name - not the child's name.** This procedure, along with the teachers' observation, allows us to keep track of the children. Each classroom has its own clipboard for sign in/out.

**Knowing where the children are:** Besides observing the children in the classroom, a headcount is taken every 45 minutes or whenever classes are going from area to area. All children are under the direct supervision and within sight of staff while attending preschool.

**Releasing children to authorized persons:** Children will be released only to persons who have **written authorization** from the parent. In order to assure a person's authorization, photo identification will be required from any person not known by the staff, who attempts to pick up a child.

Parents should notify the preschool of the names of people they definitely **DO NOT** want picking up their child. In the event an unauthorized individual attempts to have a child released to him/her, the school will make every effort to reach the parent or an emergency contact to verify the information/plan. If the unauthorized person tries to remove the child by force, the police will be called.

In an emergency situation children can be released to a designated person when the parent or guardian has given the school verbal authorization.

**Lost Child:** If a child disappears in the course of the school day, the entire preschool and church staff will be notified and the church facility will be thoroughly searched. The child's parents will be contacted, and a call will be made to the police, if the child is not immediately discovered. (We have never had a lost child.)

**Weather emergencies, fires, and disasters:** In these situations the teachers and director will be responsible for the students in the school until an authorized person arrives to pick up the child, no matter how long it takes. In the event a tornado is imminent, the children will be escorted to the lower level of the building, Fellowship Hall, where they can be safe until an "all clear" signal is given. The children learn how to Stop/Drop/and Roll early in the school year. We practice **Fire Drills** on a regular basis in order to familiarize the children with safe procedures for exiting a building in an emergency. The teachers carry their attendance sheets, or sign-in sheets and the director or office personnel evacuate the building with the emergency cards. The fire marshal regularly inspects Bethany, and the most recent inspection is posted outside the office.

**Inclement and excessively hot weather:** The children will play outside on the playground every day for 30 minutes, weather permitting. Free play will be in the gym during inclement weather.

**Students not picked up:** The director or teacher watching the child will call the numbers on the emergency card until someone is contacted. If after a substantial length of time no one has been reached, the director will call the police department.

**Visitors:** Anyone who visits the preschool during school hours must sign in at the office. People who are unknown to the preschool staff will be asked to show one piece of identification.

**Child Abuse:** By law, any staff member in the preschool who has reasonable cause to suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report such fact to the county department of social services or local law enforcement agency.

If a parent suspects that a child has been abused at the preschool, a report must be made to the Arapahoe County Department of Social Services. The phone number is (303) 636-1750. For information regarding licensing or if you have concerns about a child care facility, please consult the Colorado Division of Child Care by phone at 303-866-5958. Any staff member accused of child abuse will be suspended without pay until the issue is resolved.

## GRIEVANCES

It is the deep desire of Busy Bee staff to resolve every dispute in a Biblical manner. (Matthew 18:15-20, 1 Cor. 6:1-8, Galatians 6:1) If you have any concerns about your child's progress, Busy Bee's programs, a volunteer or the staff, they should first be addressed only by those directly involved in the issue. At any time you may request a conference with your child's teacher to resolve a problem. If the concern/conflict cannot be resolved at this level, then the offended person may ask for a second meeting with the offending individual and her immediate supervisor. If the conflict still has not been resolved, after meeting with the preschool director, the offended party may appeal the decision to the Busy Bee Preschool Board of Governance by contacting the chairperson, Ron Dice, at 303-798-8419. Any concerns about compliance with the Rules and Regulations governing child care centers may be brought to the attention of the Colorado Department of Human Services, 1575 Sherman Street, Denver, Colorado, 80203, 303-866-5958.

## **DISCIPLINE**

Children do best in school, and life, when they are able to make friends, cooperate with others and control their emotions. The teachers specialize in encouraging and rewarding these good and appropriate behaviors while watching for any difficulties. Preschoolers are just beginning to understand they need to talk about their problems rather than acting out when they are angry or frustrated. The preschool environment gives young children an opportunity to learn to interact with different children, situations, authorities and behaviors. We try to teach children to resolve their problems by identifying their feelings, describing the problem, looking for solutions and regaining their composure. Discipline and child guidance have an important place in every early education program. Although we don't condone these behaviors - hitting, biting, pushing and other physical actions are not uncommon among young children as they are often unable to express their emotions well verbally. Some conflicts are unavoidable as the child moves from individual and parallel play to cooperative play in group settings. Our staff is experienced and wise to watch for these conflicts and use them as opportunities for the children to learn important verbal and social skills. When a child is behaving inappropriately, the teacher will try several times to redirect him or her to another activity in order to change the behavior. If this does not work, the child will be given a warning and a chance to change the behavior. If the behavior persists, the consequences of the warning are then carried out, excluding the child from play in a chair for two or three minutes. Before releasing the child back into the activities of the classroom, the teacher will talk to her/him about the reason she/he was excluded from class activities. Then he/she may rejoin the group. If this does not work and the behavior returns, the child may be taken to the office (in the presence of the assistant) where he/she must sit for a few minutes. In the event that this is ineffective, the teacher will discuss the situation with the parents and together they will decide on the appropriate action. Every effort will be made to serve each child properly, so every child can enjoy their preschool experience. If the child's behavior does not improve after an agreed upon period of time, the director may seek additional resources and/or consultation to assure a successful outcome for the child as well as the class. The child may be asked to leave the school if all of our efforts are unsuccessful. Any questions or concerns regarding the discipline should be brought to the attention of the teacher first and then the director.

For shaping and encouraging responsible behaviors we will:

Structure the environment to eliminate as many of the “do-not’s” as possible. Use positive rewards, comments and suggestions to encourage right actions.

Busy Bee will not use:

Physical punishment of any kind.

Humiliation or scolding.

Isolation.

The withholding of a natural right such as bathroom visits, water, and food.

## **ALLERGIES**

Any known allergies to food, medication or other substances must be stated on the Medical Forms. Alternative foods will be provided at snack and for special events. You are welcome to work with your teacher to send a special snack for your child each day.

## **MEDICATIONS**

Parents are encouraged to give any medications before and after school. If a dosage is required during school hours, a staff member trained in administering medication will be available. The procedure for storing and administering children’s medicines is in compliance with the Nurse Practice Act, Section 12-38-132, C.R.S. Medicine will be kept in a locked box in the school office.

In the event of a life threatening allergy where an Epi Pen must be kept on the premises, the parents must meet with the staff to become familiar with the situation and with the use of the Epi Pen. Epi pens needed for life saving use will be kept out of reach of the students in the room of the student who may need them. Staff are trained to use the Epi Pen during the First Aid class.

## **SUNSCREEN**

Since preschool is only three hours long, we encourage parents to apply sunscreen before coming to class. Human Services requires that the parent sign a sunscreen permission form if their child will need additional sunscreen applied before going outside. Parents are required to provide a labeled bottle of sunscreen which will be kept in a lockable area within the preschool office. Sunscreen permission forms are available in the office.

## **HANDWASHING**

With your child’s health in mind, best practices recommend that each child use the restroom and wash their hands before arriving in the classroom. You will find our handwashing protocol posted in each restroom.

## **TOILETING ACCIDENTS**

We recognize that children of any age can have a toileting accident. When an accident occurs, the child will always be treated with sensitivity and respect. The teacher will provide the appropriate help, encouraging the child to do as much as reasonable to clean up and change their clothing. Please include a change of clothing in your child’s backpack, just in case he/she has an accident. In an emergency, the preschool will be able to provide a fresh change of clothing for the day. The soiled clothing will be placed in a plastic bag in the child’s cubby. The parent will need to launder the preschool clothes and return them as soon as possible.

## ILLNESS AND ACCIDENTS

If a child becomes ill during school, he or she will be isolated from the rest of the children and the parent or another authorized person will be called. Please let us know if your child has been exposed to a communicable illness outside of school, so we can alert parents to contagious diseases in our community.

Minor injuries incurred during the school day will be taken care of by the preschool staff, all of whom have been trained in First Aid, CPR, and Universal Precautions. Parents will be informed of the accident at pick up time and asked to sign a copy of the accident report form. If the minor injury is one that may require additional medical treatment, the parent will be called immediately.

In the event of a major accident, paramedics will be called first, and then the parents. The director or teacher will accompany the child to the hospital with the emergency card and the child's file, until the parent arrives.

## SICK POLICY

We require children be kept at home for 24 hours after experiencing/receiving treatment for the following symptoms:

- Fever above 101 degrees
- Vomiting or diarrhea
- Discharge from the nose that is yellow or green in color
- Questionable rashes
- Pink eye
- Any sign of a contagious illness

## MAKE UP DAYS

As we are licensed to handle a certain number of children per class per day, we cannot allow children to make up days lost as a result of absences or vacations.

## FIELD TRIPS

Field trips are an integral part of the early education experience. Parents are informed of them in advance through the monthly newsletter and announcements sent home by the director. Each teacher has a clipboard for volunteers to sign up to drive or help with supervision. We need one adult for every three or four children during these excursions. Busy Bee schedules one field trip to Littleton Museum each year, and we encourage parents to accompany us.

**Permission:** Parents grant their permission for field trips when they sign the authorization on the back of the emergency card.

**Transportation:** Parents provide transportation for any Busy Bee field trips. We encourage parents to make arrangements to car-pool, if they will not be able to accompany their own child. If the preschool arranges transportation, proof of insurance and a valid driver's license must be shown to the teacher who will provide a form to be signed by the parent, driver and the teacher.

**Emergency Procedures on the Road:** Cars for each class stay together as in a caravan on the way to and from the field trip destination. This way, if someone breaks down or needs help, there is another car to provide assistance.

**Car Seats:** Children aged 1 to 4 years who weigh 20 to 40 lbs must be restrained in a forward-facing car seat. Children over 40 lbs. who are less than 6 years old must continue to ride in child restraint (unless they are 55" tall). Typically, this is a booster seat. Car seats or booster seats must be provided by the child's parent in the event of a field trip.

**Walking Field Trips:** There are some field trips that can be taken on foot. For these events we need to maintain the adult/child ratio of one to four.

**Late Arrival on Field Trip Day:** If a child arrives late on a day scheduled for a field trip and the class is already gone, the person bringing the child will be given the choice of taking the child to the field trip destination to meet the class; leaving her/him in the preschool office, if the office assistant is available, until the class returns; or taking the child home.

## BOOK CLUBS

The school receives order forms and magazines from Book Clubs each month. These books are offered at exceptional prices, and allow the families to build their own home libraries. When you purchase through these clubs, the class receives bonus points to build their classroom resources. Not all of the materials advertised may be appropriate, so please make your selections carefully. You can leave your order and payment in the book club drop box in the office.

## PARENT INVOLVEMENT

Parent involvement is very important to us. In fact, we'd like each class to have a Room Parent to help organize the parents to assist the teacher with special activities and projects. If you would like to be a Room Parent, please talk to your child's teacher. Once the children are settled, visiting to see what goes on in the classroom is encouraged. There may be a special project planned where observing could be easily done while the parent helps the children work. Other times a parent may have a hobby or occupation that could be presented to the class during a coinciding unit. We will be sending home a parent volunteer form which lists many other volunteer opportunities. Please let us know if you have other ways in which you would like to help.

## VOLUNTEERS

Parents are asked to volunteer one hour each month, or 9 hours each school year. There are a variety of ways these hours can be filled, depending on your interests, abilities and availability. There will be both in-class and take home opportunities including: art projects, pre-reading activities, computer games, reading to children, doing a classroom project, cutting out crafts, greeting and monitoring the front door, washing toys, etc. Some of the teachers will have a monthly calendar, so you can pick a day that works well for the school year. For instance, you might wash the "kitchen toys" on the second Monday of each month, or help with a center art project on the first Thursday of each month. Please talk with your teacher about the opportunities she has available and review the attached list to see what will best match your time and talents. The school will need parents to coordinate special days or projects like: E-Book sales, the Silent Auction, Samaritan's Purse, the Thanksgiving Feast, etc. Please see your teacher or the director to sign up for these exciting events.

## BIRTHDAYS AND OTHER SPECIAL DAYS

During the snack time a child may want to bring a special snack to celebrate his/her birthday (or half-birthday if the child's birthday is in the summer.) Family members are encouraged to come if they would like to be present. There is a sign up sheet for birthday treats outside each classroom door.

There are a number of holiday parties during the year for which parents can sign up to bring an appropriate snack, plates, cups, napkins or other goodies. Once again, the sign up sheet for this is near your child's classroom door.

## **PERSONAL BELONGINGS AND MONEY**

Each child is assigned a cubby in which to keep backpacks, coats, etc. If a child has brought money to school, other than for tuition, lunch bunch, etc., he will be asked to put it back in his backpack.

## **SCHOOL ATTIRE**

Everyday clothing is most suitable for the preschool day. Shoes rather than sandals are more appropriate for the playground. Children should have an outside garment labeled with his/her name for wearing to the playground as we try to go out as often as possible.

## **PARENT-TEACHER CONFERENCES AND PROGRESS REPORTS**

Parent-Teacher conferences are held twice a year, in the fall and again in January. The skill areas addressed may include physical, social, emotional, and cognitive. Written progress reports are initiated by the teachers in September and updated in January and May. Mrs. Fallt's classes will have Parent-Teacher conferences in the fall and January, but they will receive their written progress reports in May.

Additional conferences can be set up anytime the teacher or parent feels there is a need due to special circumstances. Please make an appointment if you would like to talk with your child's teacher at length, as she is responsible for the care and supervision of all the children in her classroom during regular school hours.

## **CURRICULUM**

Current research suggests a hands-on, active and engaging environment is the best setting for young learners. We strive to provide a balance between teacher directed learning and active, child directed play. Our teachers strategically plan each day with opportunities for both types of growth. Busy Bee Preschool implements a curriculum that is developmental in nature. Instruction in subjects is a sequential process. What children learn in Kindergarten builds on what they have learned in preschool. Similarly, within any given class, learning progresses from day to day and week to week as a cumulative process. For this to be effective, the learning process must be organized in meaningful sequences and foundations must be set correctly. For example, when teaching a child to read, his/her reading-readiness skills must first be determined.

### **Prerequisites for reading readiness include:**

Sorting (colors, shapes, objects, letters)

Left to right progression (peg work, stringing, patterning and sequencing)

Discriminating figure from ground  
Matching (objects, letters, words)  
Discriminating two like/unlike (objects, letters, words)  
Discriminating 2 out of 3 different/same  
Matching letters  
Receptive knowledge of letters  
Expressive knowledge of letters  
Letter sound associations  
Rhyming

There are many techniques that prepare children for reading-readiness skills. When placing objects (crayons, blocks, scissors, pegs, beads, etc) on the table for a specific activity you can set the proper groundwork by placing the objects on the left to encourage left to right progressions. When your child draws a picture you can label the objects and actions to help your child make word associations that will encourage your child to take an interest in reading. These are just a few examples of how Busy Bee prepares your child for success.

#### **Our Focus Areas of Learning:**

Self-help  
Communication-Socialization  
Fine Motor  
Gross Motor  
Cognitive  
Spiritual

## Summary of Learning Areas

### **Self-help:**

Dressing skills (snaps, buttons, zips, buckles, ties)  
Toileting  
Eating (pours, spreads, cuts)  
General independence  
Grooming/hygiene

### **Communication-Socialization:**

#### Expressive

Personal data  
Expresses wants/needs  
Answers "wh" questions  
Age-appropriate vocabulary skills  
Sings, tells nursery rhymes  
Short-term auditory memory  
Delivers messages  
Music & Art – creative expression through different mediums and instruments

#### Receptive

Follows 1, 2, 3 step directions  
Auditory memory (repeats numbers, simple songs, sentences & musical patterns)  
Follows story line (sequences events in a story)

#### Personal-Social

Interacts with adults  
Interacts with peers  
Self-concept  
Encourages problem solving skills  
Expression of feelings/affect  
Motivation  
Follows routines  
Abides by rules  
Plays cooperative/parallel/solitary  
Forms relationships  
Attention span  
Participates in group, circle time

### **Fine Motor:**

#### Manual Dexterity

Strings beads  
Nests objects  
Builds block tower/bridge  
Manipulates playdoh  
Establishes hand dominance  
Snips with scissors  
Cuts on lines  
Cuts out shapes

#### Perceptual motor:

Completes puzzles  
Imitates parquetry designs  
Develops eye-hand coordination  
Visually tracks a path  
Does maze work  
Laces

#### Grapho motor

Makes circular, horizontal and vertical motions  
Traces simple designs  
Imitates simple designs  
Copies simple designs  
Traces letters  
Imitates letters  
Copies letters  
Proper pencil or crayon grasp  
Writes name independently

### **Gross Motor:**

Balance  
Walking  
Climbing  
Stairs  
Running  
Catching  
Bouncing  
Throwing  
Jumping  
Hopping  
Pedaling a tricycle

### **Cognitive Skills:**

Enjoys books  
Visually discriminates (objects, designs, letters, words)  
Recites alphabet  
Letter upper/lower  
Matching  
Identifies receptively  
Sight vocabulary  
Rote counts  
One-to-one correspondence  
Comparing sizes and shapes  
Sorting & classifying objects into sets  
Graphing & charting  
Simple measuring  
Qualitative concepts  
Quantitative concepts  
Identifies objects by use  
Understands what to do in different situations  
Answers "wh" questions  
Body parts and weather

## SPECIAL ACTIVITIES

Special activities at Busy Bee range from a visit with the Littleton Fire Department to vision screening to the Fall Festival and a performance by Merry Andrew Afoot. The teachers are responsible for supervising the children while these activities take place.

## ART

Busy Bee teachers try to let the children “do their own thing” when it comes to creating an art project. Whether it’s painting, using markers, cutting, or pasting, whatever the activity, the end product is the student’s work. The product may occasionally seem unrecognizable, but it shows what the child is able to do. The teachers believe that **it’s the process, not the end product that counts**. Various art activities will be offered each day.

## TELEVISION AND VIDEOS

There are times when a video will be shown to a class because it goes well with the unit or theme the class is studying. These movies do not last longer than 20 minutes and occur only three or four times a year. There are other occasions when a short children’s music or exercise video may be presented as part of the music and movement time. Mothers’ Day Out students will see a short video that goes with the theme of the day while they are preparing for lunch and releasing students that stay only until noon.

There is a permission slip for television viewing in the parent enrollment packet. If you did not complete this form during the enrollment process, please come by the office to sign the authorization slip. Otherwise, your child will be directed to another activity if a video is to be used during school.

## SEPARATION ANXIETY

Starting preschool for the first time may cause some anxiety for a young child. It is recommended that you visit the classroom and meet the teacher before the first day of school, if you anticipate this may be a problem. Younger children and first time students still occasionally experience tears and may cling to Mom or Dad for the first few days. This is normal! Busy Bee staff will work with you and your child to make this adjustment period as short and pleasant as possible. We suggest that the child be reassured with a hug that Mom or Dad will be back at the end of the day, and the parent leave the room and not linger in the hallway. However, please feel free to stop and have coffee in the foyer, until your child settles in for the day. An aid or the director will be happy to go back to the room and check in on things. Children will generally adjust quite quickly and stop crying within a few minutes – unless they accidentally see or hear the parent in the hallway. The teacher will comfort the child and help him/her get busy in the activities of the classroom. We recommend that you give your child at least one month to adjust to a new class.

## WITHDRAWAL OF A CHILD

If a child needs to be withdrawn from the preschool for any reason, please give **written notice** to the office no less than **30 days before** leaving the school. We will apply your May 2012 payment to your child's last month, if we have the 30 days written notice and your withdrawal is before March 1. After March 1 no refund of the May payment will be given, since it is unlikely that we can fill any spots that late in the year. Please notify us as soon as possible if you plan to withdraw your child, as there may be another child on the waiting list.

## **MONTHLY NEWSLETTERS**

At the beginning of each month of the school year the teachers will be writing a newsletter informing the parents of the plans for the month to come. It will include information about special events such as field trips or programs. The letter will be posted by the door of the classroom in case the parent needs a quick reference.

## **CUBBY PICTURE**

Each child will have a cubby in which to put coats, backpacks, and papers that will be going home. We ask that a picture of the child be brought in at the beginning of the school year for the teacher to put into the cubby in order to help the children identify their own cubby.

## **SUPPLIES**

In September we ask each parent to bring the following items:

- 1 box of diaper wipes,
- 1 roll of paper towels,
- 1 box of tissues,
- 1 ream of copy paper, colored paper or card stock
- 1 box of gallon, sandwich, or quart Ziploc Bags,

## **THE SCHOOL DAY**

### **ARRIVAL**

On your way to the classroom, please stop at the rest room with your child to use the toilet and help them wash their hands. This investment is intended to pay off with healthier children. The steps we teach for handwashing are posted in each bathroom. Our drop off time is 9:00, so before this time the teacher will be gathering materials to get ready for the day, and she may be in and out of the classroom. If you need to drop your child off before 9, please make arrangements with your teacher. Please observe and respect our arrival and dismissal times.

### **INDIVIDUAL AND SMALL GROUP LEARNING ACTIVITIES**

During this part of the day the teachers are able to work fairly individually with the children, teaching cognitive skills including numbers, letters, colors and shapes. This center time often includes some fine motor art activities focused on the theme or unit they are studying.

### **CIRCLE TIME**

Circle time is when new centers, units, letters, colors, numbers, and shapes are introduced and others are reviewed. It's an opportunity for building new vocabulary and improving language skills. Sometimes "Show and Tell" is a part of Circle Time. Often at Circle Time the helpers are assigned to assist with the calendar, weather, be a line leader, snack server, table wiper, or handy helper. (Not all classes do all of these jobs.) Attendance is also noted.

## **SHOW AND TELL**

Show and tell items are usually things that coincide with the present unit. This is a good time for language development as each child will be able to answer questions and talk about what he or she brought while the rest of the children are encouraged to listen. The teacher will notify the parents about what day is set for "show and tell."

## **MUSIC AND MOVEMENT**

Your child will be engaged in music and movement activities for about 20 minutes each day. These activities utilize instruments, bean bags, the parachute, bells and drums. Units are often reinforced during this active time period. Christian finger plays and songs, simple Bible verses, secular music and preschool exercise or music videos may be used.

## **RECESS**

Recess will generally be outside for 30 minutes each day. On excessively cold or wet days, the children may go to the gym. Gross motor and social skills will be a focus during this free play period.

## **SNACK**

Parents may opt out of providing a monthly snack for their child's class by paying a \$60 snack fee. Otherwise, each parent will be responsible for bringing a healthy snack for their child's class no more than once a month. A signup sheet will be available the first week of school. In the older classes, the child may help serve the snack they have selected to bring for their friends. (Don't worry, the teachers will make sure the children whose families opt out of bringing a monthly snack, will be given the same opportunities to help serve snacks.) Please make sure you note the number of children in your child's class, and posted allergies. Snack information will be announced outside the classroom, and available for your review at any time on the snack cart in the lobby.

According to childcare regulations, snack consists of 2 food groups with water to drink, or 1 food group with milk or a juice. Because of high sugar content, juice "drink", lemonade, or Kool-aid are not counted as a credible food group and are discouraged. The childcare licensing regulations further specify, "When parents or guardians furnish snacks for children other than their own child, the snack shall consist only of foods that are prepackaged and prepared from commercial sources. Such foods shall be non-potentially hazardous or shelf stable and received sealed. Nothing in this section shall prohibit the occasional serving of [homemade] food in connection with a single event or celebration." It is our understanding, fruit such as apples, strawberries, cantaloupe or watermelon could be brought whole and sliced at Busy Bee. Please see the director if you have any questions.

**Here are a few snack suggestions, but you may be more creative:**

- String cheese or cheese cubes and whole grain crackers

- Mini-muffins with milk or juice
- 1/2 banana with crackers/muffins
- Fresh fruit and bread
- Oatmeal or other whole grain cookies with milk or juice
- Cereal and milk
- Fruit and yogurt
- Graham crackers or animal crackers and milk
- Whole grain pretzels and cheese dip or applesauce
- Half of an English muffin
- with melted cheese
- Small slices of raw cut-up vegetables and cream cheese
- Snack mix consisting of items such as non-sugared cereals, pretzels, and dried fruits
- Cheese cubes and bread sticks
- Goldfish crackers with 100% juice
- Cheese quesadillas
- Low-sugar cookies like vanilla wafers with yogurt
- Bananas to dip in wheat germ
- Cottage cheese with fruit or vegetables
- Mini bagels and cream cheese (with raisins)
- Fruit smoothies and fairy bread
- Pumpkin bread, zucchini bread, banana bread, raisin bread

## **BIBLE**

At least once a week the children will hear a story from the Bible and receive another page for their Busy Bee Bible Storybook. The children will be encouraged to memorize Bible verses and understand biblical values such as love, gentleness, kindness, joy and peace.

## **MATH AND SCIENCE**

These subjects are integrated throughout the unit activities. Children can count out their own crackers at snack or make a class graph showing which vehicle pictured goes on the land, in the air, or in the water. Specific science units, like the butterflies and metamorphosis, are completed during the year.

## **STORYTIME**

Books are chosen that coincide with the unit the class is studying. There is time set aside each day for stories, as well as free time for reading.

## **WORKSHEETS**

One or two paper and pencil activities are presented for a short time each day, depending on the age of the children. Worksheets are designed to enhance learning about

the unit, letter, number, or shape for the month. Children are encouraged to try to do their best, but perfection is definitely not expected. Fine motor skills and proper pencil grasp are a focus during this time.

### **PICK UP TIME**

Some teachers prefer to end their days with the story time and may close the door to their classroom to have a quiet, undisturbed time. The teacher will open the door when she is finished. When siblings accompany the parent to pick up the child, it is best if they are not allowed to enter the classroom, if class is still in session. This disturbs the class, especially if there is a story being read. Generally the teacher will stand at the door to tell each child good bye as she releases them to the parent who has come for them. Pick up time is 12:00 Noon.

### **TUITION ASSISTANCE**

There are limited funds available for tuition assistance each year. To be considered a confidential application must be submitted to the governing board for review. Families may be required to submit a copy of their most recent 1040 for tuition assistance. The chair of the governing board will send a letter to the applicant confirming or denying their request for tuition assistance. Applications for the new school year are due by September 15<sup>th</sup>. The governing board will retain 10% of the donated funds for emergency situations or extenuating circumstances that develop over the course of the year. Busy Bee typically limits awards to 10% to 40% of the tuition, with 50% as the maximum award generally available. Funds for tuition assistance are available through the generous donations of preschool and church families as well as annual fundraising and grant awards to Busy Bee. Busy Bee does not discriminate on the basis of race, color, sex, ethnicity, religion or abilities in the award of tuition assistance.

- Any school balances from a prior school year must be paid in order for a new application to be considered.
- Parents receiving financial aid are expected to be actively involved in fundraising and volunteer activities that promote the school.
- Financial need will be based on income, family size, and family assets.
- Financial assistance may be coupled with an investment in training for good money management.
- Tuition assistance is not automatically renewable for a new school year, and families must reapply for assistance each year.
- Re-enrolling families shall receive priority consideration for tuition assistance.

### **FINAL NOTES**

The following pages include a tuition letter, the volunteer checklist, information about Bethany Evangelical Free Church, a school calendar and a class list. Please sign the orange statement indicating you have received our Parent Handbook. This signed statement is required by the State of Colorado.

The staff of Bethany Bee Preschool welcomes you and hopes that your year here will be valuable and happy. Always feel free to contact the teacher or director with concerns or comments you feel would be helpful. We desire to serve your children well!

## Bethany Evangelical Free Church

Bethany Evangelical Free Church also welcomes you! Please look for brochures in the lobby for complete descriptions of what we are about. On Sunday, October 2<sup>nd</sup>, the church staff and some of our Busy Bee families will be ready to specially greet you, show you around and host you for lunch. In addition, there will be Pizza with the Pastor's in the lobby on September 27<sup>th</sup> and 28<sup>th</sup>; and an opportunity to attend Discovering Bethany in October. Please feel free to join us for worship at any time. Our regular schedule for Sunday School, Adult Classes and Church is as follows:

### Bethany's Sunday Worship Times

Nursery, Children's Sunday School and Adult Bible Fellowships at 9:00 am

10:45 am for Church

Children's Church begins in the sanctuary with parents at 10:45

Bethany has programs for kids of all ages, including great options for Junior and Senior High students.

### Vida Nueva Iglesia

(Spanish Service) 12:45 pm

### Trailhead's Worship Times

5 pm on Sundays at Bethany, except for the second Sunday of every month.

Trailhead church is a Christian faith community of about 100 ordinary folks in Denver's south suburbs. What we hope you'll find at Trailhead is community of people doing life together in the way of Jesus. We're not so much interested in religion – if religion involves a guilt-based focus on keeping rules as a way to prove something to God. We are interested in Jesus, and believe that He has called us to follow him. We are interested in doing life deeply with each other as friends. And we are interested in loving and serving our city. Wherever you find yourself on your spiritual journey, we would love to meet you there. We're ordinary, everyday people on a journey with an extraordinary God. we are honored to be serving Centennial, Littleton, Englewood, Denver, Lone Tree, Highlands Ranch, Aurora and all points in between