

Busy
Bees
Preschool



A ministry of Abbeville Presbyterian Church

PARENT HANDBOOK



Contact and Sources for Information:

Webpage: www.abbevillepres.org

Office Phone: 864-366-BEES (2337)

Fax: 864-366-6656

Director's Email: busybees@abbevillepres.org

Facebook: www.facebook.com/busybeespreschoolatAPC

Remind App: www.remind.com/join/apcbbees

PayPal: busybees@abbevillepres.org

Mission Statement:

To provide a loving environment, centered in Christ, that prepares students for kindergarten.

Vision Statement:

Busy Bees Preschool was created by Abbeville Presbyterian Church as a ministry to our community. Our program is designed to promote students' emotional, physical, social, intellectual, and spiritual development.

The Busy Bees Student Pledge:

I am a Busy Bee, and today...

I will be a good listener;

I will show God's love to everyone;

I will be safe;

I will be the best student I can be! *BUZZ!*

Entrance Requirements:

We follow Abbeville County School District's enrollment guidelines. September 1st is the cut-off date. The age that your child is on or before *September 1st* determines which class he/she will be placed.

An up-to-date immunization certificate (DHEC report) for each student entering Busy Bees Preschool must be provided by the first week of school. Medical exemptions will be accepted. For medical exemptions, please provide a note from your child's pediatrician by the first week of school.

Non-Discrimination Statement. Busy Bees Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school.

Registration and Tuition:

Registration begins at the end of January for members and employees of Abbeville Presbyterian Church, current students, and siblings of current students. Open registration for the public will follow two weeks later. Registration is first come, first serve. A non-refundable fee is due at time of registration. Our registration form can be filled out on our website and will be kept in the order it was received. www.abbevillepres.org

The tuition fee is \$200.00 per month and is billed August – May.

Tuition payments received after the 5th of the month will be subject to a \$20.00 late fee. A \$20.00 fee will be charged for a returned check. This fee plus the amount of the bounced check **MUST** be paid in cash. If tuition has not been paid by the end of the month, then enrollment is suspended until payment is received. These tuition guidelines also apply for partial scholarship recipients.

Early Drop-Off:

As a service to our parents, we offer an early drop-off program for ALL AGES starting at 7:45 AM. The fee is \$3.00 per day and will be billed separately from tuition at the end of the month. Regular drop-off for all ages will begin at 8:30 AM. Any student dropped off before 8:30 AM will be subject to the \$3.00 early drop-off fee.

Enrollment and Cancellation Policy:

If your child is registered into our program but you decide not to send them, written notice is required by June 1st of the school year. If you give notice after June 1st, then you will be responsible for the first month's full tuition. The registration fee is non-refundable.

If you decide to withdraw your child from Busy Bees, you must give at least one month's notice. If notice is given after the 5th of the month, then you will be responsible for paying the current month's tuition plus next month's tuition.

If your child has an extended absence due to illness, hospitalization, traveling, etc., you will be required to pay the full monthly tuition to hold your child's spot in the program. Should extenuating circumstances occur, the Busy Bees Board will review the case and make a decision regarding tuition.

Hours:

Baby Bees 1K/2K:

Early drop-off begins at 7:45 AM

Regular drop-off begins at 8:30 AM

Class begins promptly at 8:30 AM and ends at 11:30 AM. It is particularly important to drop-off and pick-up your child for/from school on time. Please pick up your child no later than 11:40 AM.

Busy Bees 3K/4K:

Early drop-off begins at 7:45 AM

Regular drop-off begins at 8:30 AM

Class begins promptly at 8:45 AM and ends at 11:45 AM. It is particularly important to drop-off and pick-up your child for/from school on time. Please pick up your child no later than 11:55 AM.

Closing policy due to extreme weather:

Busy Bees will mostly follow Abbeville County School District's calendar. If Abbeville County Schools are closed due to inclement weather, then Busy Bees will be closed. If Abbeville County Schools are on two-hour delay, then Busy Bees will be **CLOSED**. If Abbeville County Schools are dismissed due to weather, then Busy Bees will dismiss immediately. During snow and ice, Busy Bees will list closings/delays on our Facebook page and send out messages via the Remind App.

Arrivals:

For morning drop-off, please do not walk your child inside before 7:45 AM. If you are arriving between 7:45 and 8:30 AM, please walk your child to the designated early drop-off space. Busy Bees employees will be available at the door beginning at 8:30 AM to assist students walking into school. Please form two lines under the covered drive to drop your student off. After the first week of school, we ask that all students be dropped off at the door to be escorted in by staff.

The Busy Bees entrance door will be locked at 9:00 AM as a safety precaution. If you arrive after 9:00 AM, please walk your child to the door under the covered drive and ring the doorbell. Please do not leave your child unattended at the door.

Dismissal Procedures:

Baby Bees (1K/2K): DISMISSAL TIME 11:30

Busy Bees (3K/4K): DISMISSAL TIME 11:45

For dismissal pick-up, please enter from Main Street and form a double line starting under the covered drive. 1K/3K students will be in the left lane and 2K/4K will be in the right lane. We ask that you please get out of your car when you see your child being escorted to you, to put them securely in their car seat. Busy Bees staff **will not** put a student into his/her car seat. Make sure to have the provided car tag hanging visibly from your rear-view mirror.

Children will not be dismissed into the custody of anyone other than the parents unless written consent is provided. Anyone new picking up your child will be required to present your family's password (provided at registration). Photo ID may also be required. If there is any change in your pick-up routine, please send a note in your child's bag that day.

We understand that sometimes things happen that cause a student to be picked-up late from school. However, if it happens consistently (more than 2 times) a \$10.00 late charge will be billed to you per late pick-up. Pick-up after 11:40 is considered late for our Baby Bees and pick-up after 11:55 is considered late for 3K/4K.

School Supplies:

The Wishing Hive: If you would like to contribute, a wish list of needed items will be posted outside the school's office throughout the year. Teachers may also request specific supplies or items that they need throughout the year for specific projects and crafts.

Bookbags: A Busy Bees bag will be provided to each new student. It will be mandatory to use this bag as their daily bookbag. Bookbags with zippers make it exceedingly difficult on our Teacher's Assistants to unload/load bags during the day. Thank you for your understanding and cooperation.

Snacks: Our classroom snacks are solely provided by our Busy Bees' families. Your child's teacher will be sending home our Snack Donation Bag on a rotation. A list of desired snack options will be provided. Thank you for helping stock our snack pantry with nutritious and delicious snack options. We have a refrigerator to store cold items (yogurts, cheese, sandwich meats, fresh fruits, etc.). Any food allergies will be noted on the snack bag.

Folders: Each child will be provided a two-pocket folder. This will be our primary method of communication, so please check your child's bag every day. Notes should be read and removed from the bag or signed and returned as needed.

For Baby Bees:

Diapers and wipes are NOT provided by Busy Bees Preschool. Diapers, pull-ups, and wipes can be sent daily or in bulk (make sure to label with your child's name if sending in bulk). If Busy Bees provides a diaper for your child, there will be a \$2.00 charge per diaper.

CUPS FOR ALL AGES:

Please make sure to send **LEAK-PROOF** bottles and/or sippy cups **CLEARLY LABELED** with your child's name.

Potty-Training:

Students of ANY age are not required to be potty-trained to attend Busy Bees. We feel that it adds extra stress on you as the parent, as well as the child, who may not be ready for this milestone. We are happy to assist your child in their potty-training. We do ask that if a student is not fully potty-trained that they attend school wearing a pull-up.

Clothing:

Make sure that your child is dressed comfortably and appropriately. The children will be involved in hands-on projects and crafts and will play outside. While we make every attempt to protect clothing, sometimes accidents will happen. We ask that each child send a complete change of clothes on the first day of school to be kept by the teacher in case of an accident. Please put your child's change of clothes in a Ziploc bag labeled with his/her name. For children who are not yet able to tie their own shoes, we prefer that they wear slip on or Velcro shoes.

Field Trips: 3K/4K ONLY

Field trips are an important part of our curriculum and provide an excellent reinforcement of classroom studies. You will be given a blanket permission slip to sign at the beginning of the school year. You will be given prior notice of trips.

Parties and Celebrations:

Seasonal parties are held throughout the year and parental participation is encouraged. Please be mindful of food allergies. You will receive a notice from your teacher if there is a food related allergy in the classroom.

We are excited to share in your child's birthday celebration. You may arrange with your child's teacher if you would like to plan something special during school hours. If you are hosting a party away from school and you would like to send invitations, we are happy to give them out if every child in the class is included.

Conferences: 3K/4K ONLY

Conferences are scheduled twice a year for you to be updated on your child's progress. Progress reports will be conducted to evaluate how your student progresses in the following areas: (3K) intellectual development, gross motor development, fine motor development, work habits, and social/emotional development; (4K) language development, math development, gross motor development, fine motor development, work habits, and social/emotional development. If at any time you have questions or concerns about your child, feel free to call the school Director.

Health and Allergies:

DO NOT send your child to school with a cold, discharging eyes, sores, rash, or if he/she has had a fever, diarrhea, or vomiting within the past twenty-four hours. Your child must be SYMPTOM AND FEVER FREE without the aid of medication for 24 hours before he/she should return to school. Teachers have the authority to refuse to keep a sick or contagious child. This policy is to protect the health of all our students and staff. Should a child become ill at school, he/she will be taken to the director's office and a parent will be contacted immediately to pick up the child. Teachers cannot administer any medications, ointments, or creams – please do not send these items to school. Please notify Busy Bees of absences that extend beyond one day or if your child has been exposed to a contagious illness.

ANY ALLERGY that your child has should be noted on the registration form and told to the child's teacher and director. Please inform us of the proper routine to follow in case of an incident/reaction.

If a case of lice is present in our school, you will be notified as soon as possible. At that time, we ask that you begin looking for any signs or symptoms of lice in your individual homes. If your child has a confirmed case of lice, we ask that you report that to the director immediately. The child will need to stay home until they are lice and nit free.

COVID-19 POLICY AND PROCEDURES:

The Busy Bees staff members will be vigilant in our cleaning and sanitizing practices. Toys and rooms will be cleaned and sanitized daily. Frequent hand washing and hand sanitizer will be used throughout the day.

If a student or immediate family member is quarantined due to the virus, please notify the preschool director immediately.

Students will not be required to wear masks.

Additional information about COVID-19 can be found on the following website: www.cdc.gov

Negative Behavior Correction/Discipline:

Our classroom environment is designed to avoid major discipline related problems. "Time out" will be used when a child needs separation to calm down. This is done within the classroom, under the teacher's constant supervision. Time outs are not used to humiliate or embarrass. If needed, a child may be sent to the director's office to calm down before returning to their classroom.

If a child persistently presents discipline problems in the classroom (hitting, biting, consistently refusing to comply with "time out", spitting, being rude to classmates and/or staff), the following actions will be taken:

- Written documentation of the activity will be provided to the parents and placed on file at the office.
- Repeat offenders will have parents called for a conference to develop a plan of corrective action.
- If behavior continues to be disruptive, the child will be asked to take a vacation from school. Tuition will not be refunded.
- In extreme cases, the child may be asked to leave the preschool.

****At no time will Busy Bees Preschool practice corporal punishment****

Curriculum:

Here at Busy Bees Preschool, we plan a well-balanced educational curriculum designed to prepare your child mentally, socially, and intellectually for kindergarten.

At Busy Bees, we believe in “learning through play”. Learning through play is a term used to describe how a child can learn to make sense of the world around them through experimentation. Through play, children can develop social and cognitive skills, mature emotionally, and gain the self-confidence required to engage in new experiences and environments. At Busy Bees Preschool students will grow physically, mentally, socially, and emotionally to gain the confidence needed to be ready for kindergarten:

Each classroom at Busy Bees will have daily “Center Time” where the children are divided into groups of two or more for up to 30 minutes of playtime in a designated area.

Our goal is to balance fun and instructional time to ensure that your child leaves Busy Bees prepared for “big school” and has a positive outlook towards school in general.

Christian Education:

It is important to us that your child has a quality learning experience while developing a positive relationship with God, friends, and his/her teachers so he/she will have a love for school in the years to come. Our 3K/4K classes come together once a week for an age-appropriate chapel service. Children are encouraged to bring food items to donate to local food banks. Parents are welcome to attend and participate in the service. If you are available, we would love to have you lead a service.