



Bethany Busy Bee Preschool

2020-2021

Parent Handbook

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A happy place, “buzzing”
with learning activities and
enjoyable experiences
for your child.

This handbook informs parents of our history, philosophy, policies and procedures, and our commitment to the families and the children we serve. We all benefit from this partnership with our parents.

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

GENERAL SCHOOL AND TUITION INFORMATION

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 time here. Please feel free to talk to your child's teacher or the director, if you need further information.

PURPOSE and MISSION

Bethany Busy Bee Preschool partners with parents and the church to offer 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, academically, 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's word and His love for all people; and teaching the skills and knowledge which will equip them for success in the years ahead.

HISTORY

In the late 1970s an organization rented space from Bethany for a small preschool. Then in 1981 George Kenworthy, the pastor of Bethany, asked Sharon Eggert & Jan Schwarz to begin a preschool to reach out to this community. Sharon & Jan went through the neighborhoods near Bethany handing out fliers and Busy Bee Preschool began that fall with just two classes. Busy Bee moved upstairs in 2001 and has grown over the years to four classrooms serving over 100 children from 2 ½ to Kindergarten age with a balanced early childhood education in a loving, Christian environment.

A number of families from Bethany Evangelical Free Church have their children enrolled at Busy Bee; however, the majority of our students are from the surrounding community. We welcome students from many different ethnic, socioeconomic and faith backgrounds. Busy Bee is excited to now be serving the second generation of some of our families.

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 art, science, solving problems, sorting, classifying, comparing, counting and making patterns for reading and 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 about the love of 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.

TEACHERS AND STAFF – CREDENTIALS

Busy Bee Preschool boasts highly qualified and experienced staff. Each staff member meets or exceeds State Preschool Standards. Teachers are required to have extensive experience and education in Early Childhood, and have a personal relationship with Jesus Christ.

All of the staff of Busy Bee Preschool have been fingerprinted. The Colorado Bureau of Investigation has completed a background investigation clearing each of them for employment in a childcare environment. The employees are registered with the Central Registry of the Department of Human Services, and have the education and training required for teaching or assisting in a preschool. We prohibit any volunteers or male staff members from being left alone with any child or to assist with bathroom breaks or needs in order to safeguard the children and protect the integrity of our staff, the school, and our church.

Bethany Busy Bee Preschool does not discriminate on the basis of race, color, religion, sex, disability, mental status or citizenship. Busy Bee Preschool complies with applicable state and local laws governing nondiscrimination in employment.

AFFILIATIONS

In efforts to provide a high quality preschool education, Bethany Busy Bee Preschool is affiliated with the following organizations that audit practices, methods, tools, equipment, staff experience and training, parent involvement, communication, and, rules and regulations that are offered at our program. Colorado Shines, formerly known as Qualistar, rated Busy Bee as a Level 4 program (out of 5 possible levels). We participate in the rigorous **Colorado Shines Quality Rating Plan**, which invites experts in early childhood to conduct unannounced classroom observations and collect parent surveys to establish a rating. Busy Bee utilizes **Teaching Strategies Gold** to record observations and document each child's progress throughout the school year. We are accredited by the **Association of Christian Schools International** and associated with the **Early Childhood Christian Director's Association**. We also partner with **Developmental Pathways, All Health Network, Young Athletes Special Olympics, Arapahoe Community College and Metropolitan University** to provide resources, services for our children, and support for our families and staff. Busy Bee has been licensed by the **State of Colorado since 1982**.

CHILDREN ENROLLED

Busy Bee Preschool accepts children ages 2½ years to 6 years old by October of the current school year. Bethany Busy Bee Preschool does not discriminate on the basis of race, color, religion, sex, disability, mental status or citizenship. Busy Bee Preschool complies with applicable state and local laws governing non-discrimination and the American's with Disability Act (ADA) in employment and enrollment.

THE BUSY BEE SCHEDULE

Daily Schedule: The preschool operates daily from 9:00 A.M. to 12:00 Noon.

The preschool class schedule as follows:

- 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, including gross motor activities

- 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, stories, show and tell, puzzles, and fine motor activities

Extended Day Options:

Lunch Bunch is offered to children in class or enrolled Monday through Friday who would like to bring a lunch and stay until **1:30 P.M.** The children eat lunch with their teacher and their friends in their classroom. This 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 **\$15.00**, which can be paid on that day or with your monthly tuition.

Mother's Day Out--This **once a week** program takes place on **Friday** from **9:00 am to 1:30 pm.** During this time the children follow the preschool class schedule and eat lunch - an ideal opportunity for social conversation as well as learning to use good table manners. The day is structured to include music and gross motor activities with the other classes, as well as many social learning opportunities. **Children must bring their own lunch.**

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 registration fee of \$200 or \$300 for a family**, 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.

ENROLLMENT FORMS

According to Colorado state law, these forms must be on file **each school year** before the child's first day of school. There is no grace period for compliance. Human Services requires preschools to have the following forms completed and signed for each child's file every year:

1. **Information & Permission Form**—This information form is **required each school year** and helps the teacher get to know her students and provides us with written consent 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, if permission is granted, including your child's photo, in an unidentified group picture, on Busy Bee's facebook or web site.
2. **Emergency Card**—This form is **required each school year** and indicates whom to call in an emergency - family, friends, doctor, dentist, hospital, etc. and gives permission for field trips. Please up-date us through the year with any changes in this information.
3. **General Health Appraisal/Physical Form**—This form is **required each school year** and must be signed and dated by the doctor or a health care professional. The child must have had a physical within the last 12 months for the child to attend preschool.
4. **Immunization Record**—This record must be up to date, signed and dated by a medical professional, or signed by a parent within the last year claiming an exemption.
5. **Parent Handbook Confirmation Form**—This form is **required each school year** and acknowledges that a parent has received, will read and comply with the policies and practices outlined in this handbook.

FEES AND PAYMENT INFORMATION

Registration fee: Each child is required to pay a non-refundable registration fee of **\$200 or \$300 for family** registration. The fee 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. (See registration information above for more details)

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 operate smoothly and efficiently. Tuition for **3 days per week is \$275** per month; **2 days per week is \$210** per month; Friday **Mother's Day Out is \$140** per month; **5 days per week is \$450** per month and **2 days plus MDO is \$330** per month. You may elect the **weekly lunch bunch option for the year. This adds \$40 per month to your tuition. * Preschool Tuition is eligible for the Child Care Tax Credit.**

The total annual tuition has been equally divided into nine months. Therefore, each month will be the same amount. It is **not** dependent on the number of weeks in the month. Payment of **tuition is due on the 1st of each month.**

A **late fee of \$15** may be assessed for all payments received after the 10th of the month with no communication regarding the payment status. 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.

Payments: Checks should be made payable to **Bethany Busy Bee Preschool**. The **Payment/Comment Box** is located in the Preschool Director's office.

Credit Card payments CAN be made to Busy Bee Preschool through the *Bethany Busy Bee* website.

1. Go to: <http://bethanybusybee.org/enrollment-information/online-payment/>
2. Under "Choose Designation", select on "Busy Bee Preschool Tuition/fee".
3. Under "Giving Amount", fill in the amount of your payment.
4. Complete the "Contact & Billing Info".
5. You will receive an email confirmation of your payment. Please forward your email confirmation of your payment to the preschool office email: bbpstaff@bethanybusybee.org If you could, please include a message describing what the payment is for such as tuition, lunch bunch, silent auction, etc. Thank you!

If you would like to set up a **repeating payment from a credit/debit card**, please complete a credit card form located at the preschool office.

TUITION DISCOUNTS AVAILABLE

The following are the tuition discounts available for this school year (it may vary or may not be available depending on fundraising per school year). If you fall under any of these categories, please submit an email so we can apply the discount to your account. These discounts may be used in conjunction with Tuition Assistance. Only one discount category may apply per family.

- Busy Bee is providing free lunch bunches for adoptive and foster families.
- Bethany is providing discounts for:
 - Families that are a part of Bethany 10%

- Families involved in a full-time ministry (30 or more hours) with a not for profit organization (with a letter documenting this) 10%
- Grandchildren of families that are a part of Bethany 5%

TUITION ASSISTANCE

Tuition Assistance is a partnership between Busy Bee and parents who desire, but are unable to provide an early education for their child. Busy Bee does not discriminate on the basis of race, color, sex, ethnicity, religion or abilities in the award of tuition assistance.

Funds for tuition assistance are available through the generous donations of the preschool and church families as well as annual fundraising, and grant awards to Busy Bee. There are limited funds available each year, and to be considered, a confidential application must be submitted to the governing board for review.

Applications for the new school year are due by September 10th. Financial need will be based on income, family size, and family assets. Re-enrolling families receive priority consideration for tuition assistance. 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% – 50% of the tuition, with 90% as the maximum award available.

Families are required to submit a copy of their most recent 1040 when applicable for tuition assistance. The chair of the governing board will send a letter to the applicant confirming or denying their request for tuition assistance by the end of September.

Stipulations for Tuition Assistance

- Any school balances from a prior school year must be paid in order for a new application to be considered.
- Parents receiving tuition assistance are expected to be actively involved in fundraising and volunteer activities that promote the school for a minimum of two hours per month. Parents must sign the volunteer log each time they volunteer.
- Tuition assistance is not automatically renewable. You are required to re-verify each semester and families must reapply for assistance each school year.
- The full Registration Fee must be paid to secure the child's spot.
- Activity Fee must be paid by Sept 1st.
- Late fee will be applied if we do not receive either a payment or communication regarding payment by the 10th of each month. **A "Good Faith" payment of any amount is necessary whenever you are unable to pay your full portion.**
- If there is no Good Faith payment or communication regarding payment due at the end of each semester (December and May), the tuition assistance will be withdrawn and no future tuition assistance will be allocated until the past due balance is paid.
- **CCAP** applications are to be completed, when applicable.

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

Last Month's Payment: The last month's payment is required to be pre-paid up front, one month *prior* to the first day of school. No tuition payment will be required in May as it is pre-paid by August 1st, before the beginning of school in September.

Lunch Bunch: The cost for this drop in program is **\$15** per Lunch Bunch attended. Every child receives **one complimentary, trial Lunch Bunch** to be used by the end of December.

Late child pick up: Late fees start fifteen minutes after class dismissal time. Parents who consistently pick up their children late will be charged a fee of \$5.00 for the first fifteen minutes. Every five minutes after that an additional \$3.00 may be charged. These fees should be paid to the supervising staff at the time of the late pick up.

HOME VISITS THE FIRST PARENT-TEACHER CONFERENCE – LET’S MEET! 2.4, 2.7

Busy Bee has the best interest of your child in mind as we work to provide a great classroom situation for every child. We work on balancing our classrooms in a variety of ways - including boys and girls, good friendships and an appropriate age range. We also make every effort to accommodate any preferences you have expressed.

You will be contacted by your child’s teacher sometime in August to schedule a **home visit**, which serves as the first parent-teacher conference. Visits can be scheduled either at Busy Bee or at the child’s home, so the child can meet the teacher in a comfortable setting. This visit allows the teacher to learn a bit about the child’s interests and abilities; what might be hard for them; how they are best comforted, etc. The teacher will collect the ASQ and answer many of your questions about the beginning of school.

Each class will have a **“Meet and Greet”** opportunity the week before school starts. This provides an opportunity for the parents and children to meet each other, visit the playground and classroom before school starts.

Parent Orientation is held the Tuesday & Wednesday after Labor Day. You may attend either day; however, we encourage the MWF families to attend on Wednesday and the TTH families to attend on Tuesday. The first days of school are the Thursday & Friday after Labor Day.

SCHEDULED SCHOOL CLOSURES

Labor Day—**September 7**

ECCDA Teacher In Service—**October 2**

Parent – Teacher Conferences – **October 15 & 16**

Thanksgiving Break—**November 23-27 (entire week)**

Christmas Vacation—**December 21 – January 4 (no school on Mon., Jan. 4)**

Martin Luther King Day—**January 18**

President’s Day—**February 15**

Spring Vacation—**March 22-26 (entire week)**

Good Friday – **April 2**

Except for the teacher in-service day on **Friday, October 2nd**, the dates for these scheduled 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 or delayed 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, text or email from the teacher or preschool office.

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.

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 three years and then destroyed.

MEDIA and MARKETING

Bethany Busy Bee Preschool will ask for your permission to include your child's photo, in an unidentified group picture on Busy Bee's facebook, web site or marketing materials such as a flyer, pamphlet or card. This request is on the information form.

WITHDRAWAL OF A CHILD

If a child needs to be withdrawn from the preschool for any reason, please give **30 days written notice** to the office **before** leaving the school. We will apply your May payment to your child's last month tuition, if we have the required 30 days written notice and your withdrawal is before March 1st. After March 1st, 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. The Withdraw Form is located in the website and the preschool office.

OUR PROGRAM AND CURRICULUM

CONTINUITY OF CARE and PRIMARY CAREGIVING 4.4

The children will remain with the same teachers, the primary caregivers, daily in their classroom with their peers to promote the formation of strong emotional bonds. Should there be a change in staff due to temporary or permanent situations, such as illness or change of employment, the children will remain in their classroom with their peers. We will supply a qualified substitute, preferably one that is known to the children. The preschool director may fill in as the classroom teacher until a qualified staff member is available.

CURRICULUM AND ASSESSMENTS 4.10

Current research suggests that 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 uses the nationally recognized ***Creative Curriculum*** as a basis for classroom instruction that is developmental and sequential in nature. 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 assessed. Busy Bee uses the **ASQ3 and ASQ-SE**, Ages and Stages Questionnaires within the first 90 days of enrollment, as well as a nationally standardized tool, **Teaching Strategies GOLD** during the observations to record progress three times during the school year.

Prerequisites for reading readiness include:

- Sorting (colors, shapes, objects, letters)
- Left to right progression (peg work, stringing, patterning and sequencing)
- Discriminating a figure from background
- 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. 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
- Gross Motor
- Cognitive
- Fine Motor
- 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

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:	Letter upper/lower
Balance	Matching
Walking	Identifies receptively
Climbing	Sight vocabulary
Stairs	Rote counts
Running	One-to-one correspondence
Catching	Comparing sizes and shapes
Bouncing	Sorting & classifying objects into sets
Throwing	Graphing & charting
Jumping	Simple measuring
Hopping	Qualitative concepts
Pedaling a tricycle	Quantitative concepts
	Identifies objects by use
Cognitive Skills:	Understands what to do in different situations
Enjoys books	Answers “wh” questions
Visually discriminates (objects, designs, letters, words)	Cuts out shapes
Recites alphabet	Body parts and weather

INDIVIDUAL AND SMALL GROUP LEARNING ACTIVITIES

During this part of the day the teachers are able to work 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 how “show and tell” is structured in their classroom.

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 songs, finger plays and simple Bible verses, secular music and preschool exercise or music videos may be used.

GROSS MOTOR ACTIVITIES/RECESS

Gross motor activities are generally held 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. The physical health and development of all children is important to us. In keeping with current research and nationally developed obesity prevention programs, (Head Start Body Smart-HSBS & I Am Moving I Am Learning-IMIL) Busy Bee provides opportunities for children to engage in Moderate to Vigorous Physical Activity (MVPA) daily via our structured music and movement time, unstructured recess experiences, and specific lunch bunch activities. The science linking gross motor functions in front and in back of the brain, making movement 1 source of stimulation that impacts all areas of the brain” (169). Building the brain network, via incoming sensory, perceptual and movement information is the strongest during early childhood. These brain network connections are strengthened by consistent, repeated and

multisensory learning experiences, which in turn lead to increased cognitive understanding and the ability to retrieve information in new situations. Not only does movement increase brain development and the capacity to learn, but it lifts our spirits as well.

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 monthly throughout the year.

STORY TIME

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.

SPECIAL ACTIVITIES

Special activities at Busy Bee include: visits from the Littleton Fire Department; vision screening; the Fall Festival; Rodeo Days; Pepperoni Pizza Pajama Day; Valentines Card Exchange; Leprechaun and St. Patrick's Day Gold Coin Hunt; Easter Egg Hunt; Art Gala; and, a performance by Merry Andrew Afoot. We also have special all school performances by the children at Thanksgiving, Christmas and at the end of the year. These activities are posted on the web and parents are reminded via the weekly email. This gives parents an opportunity to meet other Busy Bee families and provide support for the class.

ART

Busy Bee teachers encourage the children to "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 and in April several pieces of each child's art work will be displayed at our Annual Art Gala.

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. 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.

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 weekly announcements emailed by the teacher and/or director. We need one adult for every three or four children during these excursions. Busy Bee schedules a field trip to Littleton Museum and a nature walk (Walkathon) to Milliken Park on the Highline Canal 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 8 years old must continue to ride in child restraint (unless they are 57" 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.

SPECIAL NEEDS CONSIDERATIONS

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. Parents are asked to complete the ASQ each year before school begins to help us identify any learning delays. Please let us know about your concerns so we can help identify additional resources. Child Find, Developmental Pathways, Arapahoe County Early Childhood Council and the AllHealth Network are resources that can help us determine special needs, and how to best address them.

HOME LANGUAGE RESOURCES 2.1

We serve a very diverse population in this community and we will make every effort to support children and families encountering language and other learning barriers with interpreters or other resources. Newsletters will be printed in the family's home language, and interpreters may be invited to parent – teacher conferences.

PARENT INVOLVEMENT

Bethany Busy Bee Preschool's success in offering a quality, preschool education in a loving, Christian environment benefits from the partnership with parents and the church. **For the children**, parent involvement demonstrates that education and school experiences are valued, and, positive learning outcomes are closely linked to parent participation. **For the teachers and staff**, the support of our parents enriches our classroom and school environment as we benefit from their many ideas, interests, talents, and resources. **For the parents**, classroom participation provides an opportunity to gain insight and understanding of child development. When parents play essential roles both in and out of the classroom, they become strong advocates for their children and strengthen home-to-school connections.

Parent participation means a greater investment and a greater return.

VOLUNTEERS

Parents are invited to volunteer one hour each month, or 9 hours each school year. There are a variety of ways and opportunities to meet these hours, depending on your interests, abilities and availability. If you have a special talent that you would like to share, please speak with the Director.

We also have several opportunities for parents to lead or act in an advisory role in the following areas: Governance Team as a parent representative, Samaritan's Purse, Silent Auction, Fall Festival, Rodeo Days, Thanksgiving Feast, Room Parent, or Teacher Appreciation.

Volunteer Opportunities are available throughout the school year. You may choose from School Wide Special Events, Reoccurring Needs, Classroom Specific Needs, and participating in school fundraisers by attending and/or providing food, beverages or cash donations.

We use Sign Up Genius for most of our volunteer opportunities which allows you to sign up online. You may access a list of **available volunteer opportunities on our website**.

To Sign Up for Volunteer Opportunities:

1. Go to www.bethanybusybee.org
2. Under the "Parent Partnerships" section, select "Volunteering".
3. Select one or as many opportunities as you would like, and sign up.

Our Volunteer Opportunities and Events are meant as an
"INVITATION" not an Expectation.

FUNDRAISING and FAMILY FUN EVENTS

Fundraising and grants are a significant resource for Busy Bee, as we strive to keep our tuition and fees affordable. For several years we have applied for a grant from the Temple Hoyne Buell Foundation. This grant enables us to provide tuition assistance for a number of eligible families. Our income from tuition and fees covers about 80% of our operational expenses, so other streams of revenue are essential to cover the family programs offered, such as the Fall Festival, Rodeo Days, L.I.F.T., Muffins with Moms, Grandparent's Day, Donuts with Dads, Art Gala, etc. Some of our fundraising efforts are through:

- **King Sooper's Community Rewards using your King Sooper's card**
- **Box Tops**
- **Trike-a-thon**
- **Walk-a-thon**
- **Silent Auction**
- **Butterbraids**
- **Flapjacks at Applebees**
- **Monetary Donations** – You may opt out of fundraising efforts by donating \$100 per family. **All monetary donations are eligible for a 50% Child Care Contribution Tax Credit** see *IRS FYI 35 Form* for more details. These contributions can be carried over for 5 years. Please see the forms included in your packet for more information.

Any and all additional ideas and assistance for fundraising and family fun events is very much welcomed and greatly appreciated!

BIRTHDAYS and OTHER SPECIAL DAYS

During snack time you may bring a special snack to celebrate your child's birthday (or half-birthday if the child's birthday is in the summer.) Family members are **NOT** welcome to join us at this time, due to COVID. We can record a short video and send it to your phone or email. Outside each classroom door, there is a sign-up sheet to schedule your child's birthday celebration. This year you may do it through the class snack sign up genius.

There are a number of other classroom parties during the year, and parents are encouraged to sign up to bring an appropriate snack, plates, cups, napkins or other items. Once again, the sign-up will be emailed to you through sign up genius or you may access it through the Bethany Busy Bee website under Parent Partnerships.

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 may order on-line thru your child's teacher's account:**

Mrs. Fallt & Mrs. Mack: **DXJTT** Mrs. McGowan & Mrs. Cain: **GRXJJ** Mrs. Haun: **H2222**

SEPARATION ANXIETY 2.4

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, especially 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 your child be reassured with a hug that Mom or Dad will be back at the end of the day, and that you leave and not linger in the hallway. However, please feel free to stop and have coffee outside (in the foyer,) until your child is settled for the day. An aide or the director will be happy to go back to the room and check in on your child.

Children will generally adjust 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 with the activities in the classroom. We recommend that you give your child at least one month to adjust to their new class.

TRANSITIONS 2.4

The Home Visit is the first parent teacher conference and it helps establish a positive relationship between your family, the student (your child), and the teacher in the familiar, safe setting of your home.

Before school starts each class hosts a "Meet and Greet" event on the playground and in the classroom with the teacher, parents and children. This gives them an opportunity to set up play dates to transition well into the new school year. In addition, we regularly open the playground to children who need to visit to get comfortable over the summer; and, our first day of school is only a partial day - full of fun while the parents are having their orientation.

As children arrive in the morning, please look for an activity in the hallway created to ease the child into the classroom each day. This is an activity that can be done together with the parent or guardian during drop off or pick up. The children will also have opportunities to interact with other classes during music and movement, recess (gross motor), special events, Lunch Bunch, Vacation Bible School and summer programs. During these occasions the children get to meet the other teachers, other children and to visit the other classrooms. This provides an opportunity for a great transition into the next year's classroom within Busy Bee.

We also invite speakers to come mid-year and talk about kindergarten readiness and what to expect in Kindergarten. Please look for those dates on the school calendar and/or on the website. For those children moving on to kindergarten at the end of the school year, a **Kindergarten Board** is posted in the hallway for families to write down which elementary school their child will be attending. This helps families know what other friends will be attending the same school; and provides opportunities to stay in touch over the summer.

PRESCHOOL SURVEY and COMMENT BOX

A Preschool Survey is submitted at the end of each semester, twice in the school year, to solicit feedback and suggestions. As part of our mission, in order to partner with parents to provide a quality preschool, we use your feedback to determine what services we provide are valued and preferred. Feedback is a gift that helps us identify areas of growth and improvement most important to parents to best meet our mission of providing a high quality preschool in a loving, Christian environment. Our goal is to provide the best experience possible for each child and their parents. Please feel free to place your comments anonymously or with your name in the Payment/Comment Box located in the Preschool Director's Office at anytime or provide it through the online Feedback submission that is located on the weekly email. You may also contact or speak directly with your child's teacher, the Preschool Director or the Governance Team at any time.

THE SCHOOL DAY

ARRIVAL TIME - 9:00 AM, please see COVID instructions on page 27

You are normally required to drop your child off at the classroom daily. On your way to the classroom, please stop at the rest room with your child to help them use the toilet and wash their hands. This investment is intended to pay off with fewer accidents and healthier children at Busy Bee. The steps we teach for hand washing are posted in each bathroom. Our drop off time is 9:00 A.M. Before this time the teacher will be gathering materials to get ready for the day, and may be in and out of the classroom. **Each time you drop your child off, please sign in and out on the attendance sheet posted next to the classroom door.**

If you need to drop your child off before 9:00 A.M., please make arrangements with the Preschool Teacher and/or Director.

PICK UP TIME - 12 NOON, 1:30 PM FOR MDO CLASS and LUNCH BUNCH, please see COVID instructions on page 27

At pick up time, you will normally need to pick up your child at the classroom. Some teachers prefer to end their days with 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. Generally, the teacher will greet you at the door to say good bye as she releases them to the parent. Pick up time is generally 12:00 Noon; 1:00 PM for MDO class, or 1:30 for Lunch Bunch. **Please make sure you always sign your child out on the attendance sheet by the door. Lunch Bunch children** may be playing on the playground or in the gym (during inclement weather) at the time of pick up. Please make sure to sign out on the playground and pick up their personal belongings at their classroom.

LATE PICK UP

If you are running late, please call us if you can to let us know. We will send the child to Lunch Bunch so your child may remain supervised and engaged in activities until you pick your child up. You will be charged \$5 for the first 15 minutes late, and \$3 for every additional 15 minutes late. If you are late for Lunch Bunch pickup, the Lunch Bunch teacher or the preschool director will remain with the child until they are picked up and the same late fee applies.

PRESCHOOL PARKING

Preschool parking is located in front of the building. Please drive slowly as many families with little children cross the parking lot to the preschool. Please note that our parking entrance is used for Land Rover Employee parking in the far back and for access to the Green Belt to the south of the building. We do have a few handicap parking spaces that are used for grandparents. You may use the front drop off area if you have little children with you. However, please be mindful and move your vehicle as quickly as possible so other families with little children may use it as well. You may also use the front drop off area if you are dropping off heavy or multiple boxes/bags.

SCHOOL ENTRANCE

The preschool entrance is the upper double door main front entrance (sanctuary entrance). As a safety precaution, we do not unlock the preschool entrance; but we provide each family with a **key card** pre-set to open the preschool doors only during the days and hours their child is at Busy Bee. The key cards are designed to work between 8:45 A.M. and 2:00 P. M. only on your child's scheduled days. The preschool entrance doors are supervised for the 30 minutes before and after school to assure a safe arrival and exit with children. If you arrive outside of those times you will need to use the doorbell at the front entrance or by the side church office entrance.

If you do not have your key card during school hours, please **ring the doorbell** just left of the entrance doors and/or call the preschool office. Occasionally, the office staff are busy or away from the desk, so it may take a moment to respond.

As a safety precaution, please **allow staff to answer the door** when an unknown guest is seeking entry.

There is a **\$5 fee for replacing a lost key card**. All **key cards must be returned** at the end of the school year or when you withdraw. Key cards are deactivated at the end of the school year and will not work until we receive them back to reactivate it. If your card is not working please see an office staff member to get it reactivated for you. It may take 1-2 business days to get it reactivated.

CUBBY

Each child is assigned a cubby for their coat, backpack, and the papers that will be going home.

WHAT TO BRING TO SCHOOL

Children should bring their backpack to preschool daily, and a packed lunch if they will attend Lunch Bunch, including the days parents attend LIFT or a speaker during Lunch Bunch. Show and tell item when it is the child's turn.

SUPPLIES

It is recommended that each child bring a back pack that fits regular 8½ x 11 paper to school each day as they will go home with materials they completed in their class. Please write the child's name on the backpack and their jackets/sweaters to assist in making sure personal items go back home with the proper child. We try to go outdoors for 30 minutes each day, so please provide appropriate attire.

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. Please include a full change of clothes (shirt, pants, underwear, socks) daily in their back packs to be used as needed.

PERSONAL BELONGINGS AND MONEY

All personal items should have the child's name. 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.

LOST AND FOUND

Items found in the preschool will be placed in the Lost and Found "bin" found outside the "Preschool Office". At the end of each semester, we will place found items on tables for one week for parents to claim. All unclaimed items will be deemed donations after each semester.

TOILETING AND TOILETING ACCIDENTS

Each classroom has a bathroom and staff available to assist your child. Although children are expected to be toilet trained or in toilet training, 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 possible 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.

SNACK

Parents may opt out of providing a monthly snack for their child's class by paying a \$100 snack fee. Otherwise, each parent will be responsible for bringing a healthy snack for their child's class monthly. An online signup is available on our website the first week of school. In the older classes, the child may help serve the snack they have selected to bring for their friends. (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 any allergies. Parents should post the snack information outside the classroom and list it on the clipboard on the snack cart. This information is available for your review at any time.

According to childcare regulations, snack consists of 2 food groups with water to drink, or 1 food group with milk. Because of high sugar content, juice "drinks", 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 pre-packaged and prepared from commercial sources. Such foods shall be non-potentially hazardous or shelf stable and received sealed. Nothing in this section shall prohibit serving [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 packaged to Busy Bee.

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
- 1/2 banana with crackers/muffins
- Fresh fruit and bread
- Oatmeal or other whole grain cookies with milk
- Cereal and milk
- Fruit and yogurt
- Graham 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 and sliced fruit

- Veggie chips and gogurts
- 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

COMMUNICATION

PRESCHOOL CONTACT INFORMATION

The preschool office phone number is 303-468-9521. The hours of operation during the school year are Monday through Friday from 8:30 am to 4:30 pm. You may also email your inquiries to bbpstaff@bethanybusybee.org. Our address is 6240 S. Broadway, Centennial, CO 80121.

To reach a teacher or a staff member please call the preschool office. To email a teacher or staff member use the preschool email address bbpstaff@bethanybusybee.org and in the subject include Attention: and the staff members name. Please note that a message will be relayed to the staff member during preschool hours 9-12 noon (and 12-1:30 pm if the staff member is working with children or in a meeting).

The Busy Bee Governance Team parent representatives are Erin Wright and Alyssa Cicero. We welcome parent feedback and comments. Alyssa can be reached at 303- 522-3305. The Busy Bee Governance Team Chairperson, Ron Dice, can be reached at 303-798-8419.

PARENT COMMUNICATION

Bethany Busy Bee regularly communicates to parents via email. Weekly emails, account information and monthly newsletters are sent by email to keep our parents informed. Therefore, it is critical that we have your current email address. Written communication is also frequently sent in your child's backpack. Most of the preschool information can be found on our Website, such as the Calendar, Newsletters, Registration and Enrollment Forms, Event information & dates, Event RSVP, Tuition Rates, Summer Program Rates and Registration Forms and Volunteer Opportunities.

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. It will include information about special events such as field trips or programs. The letter will be emailed to the parent's email address and posted by the door of the classroom, in case the parent needs a quick reference. It is also available on our website BethanyBusyBee.org under Newsletters.

PARENT BOARD AND WEBSITE

There is a parent information board located outside the preschool office. Important notices, tuition fees and a copy of the monthly newsletter is posted on this board. There is also a communication board outside each of the classrooms where the class monthly newsletter and class snack calendar is posted. This information is also posted on the preschool website www.bethanybusybee.org.

The website serves as a school portal where you can find and access most of the preschool information. Our tuition and summer program rates, event dates, sign ups for parent teacher conferences, volunteering, snack, evites/RSVP for speakers and event reminders, forms, resources, and so much more.

PARENT-TEACHER CONFERENCES AND PROGRESS REPORTS 2.7 and 4.10

The home visit is the first Parent-Teacher conference scheduled in August before school starts. Prior to or at the meeting, parents will complete the ASQ, the Age and Stages Questionnaire. This is an excellent time to help children begin to make that transition from home to school or from class to class and form a relationship with their new teacher.

The second conference will be held at school on **October 17th or 18th**. The conference is held during 30 minute slots throughout the preschool day, therefore there will be no school that day. Childcare will be available to allow the parents to meet with the teacher alone. Parents may request an additional parent teacher conference in January or as needed.

The skill areas addressed may include physical, social, emotional, and cognitive. Following this initial parent-teacher conference, observations are made and written progress reports are constructed to update the parents in October and again at the end of the year. Like you, Busy Bee longs to ensure your child has a strong foundation for life-long learning. To teach effectively, the teachers must determine what to teach, and then the best ways for each child to learn. Busy Bee was awarded a grant from the Colorado Department of Education which enables us to electronically record each child's progress regularly through the year using TSGold, a nationally standardized tool. We are continuing to use these tools to enhance our teaching and your child's learning opportunities.

Additional conferences may 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.

PARENT RESOURCES 2.11 and 5.3

Developmental Screenings: Busy Bee uses the Ages and Stages Questionnaire as a first step in looking closely at a child's growth, learning and development. This Developmental Screening provides valuable insight about a child's cognitive, motor, communication and social-emotional development. Screenings are helpful because they identify a child's current understanding of concepts and assist in helping early learning professionals build an educational baseline from which to begin planning. Screening results can help to connect children at risk of developmental delay to community resources and supports for further evaluation or to determine eligibility for services. The screening results will be shared with families and remain confidential. If your child is in need of additional evaluation, we will work with your family to ensure that you are connected to the appropriate resource within the community.

Screening results will inform our educational planning and will be used to individualize and enhance the learning environment. Family participation and input is a valuable aspect of the developmental screening process. We look forward to partnering with you in the developmental screening process.

Child Find offers free assessments for children birth to 5 years of age. Parents who have concerns about their child's development in the areas of motor, social skills, concepts and/or speech and language should call: Littleton 303-347-3469, Englewood 303-781-7585, Douglas County 303-387-6081, Denver 303-405-6601, Cherry Creek 720-747-2906

All Health Network and Developmental Pathways (303-730-8858) provide early childhood consultation and screenings for social, emotional and behavioral concerns. In addition, intervention services can be requested for families. Please contact the preschool to set up an appointment with our designated consultants.

Arapahoe County Early Childhood Council (720-974-9637) offers a FREE SafeCare in-home program to learn how to:

- Reduce challenging child behaviors

- Increase positive time with your child
- Remove common household safety hazards
- Identify and respond to common child sicknesses or injuries
- Engage your child in simple activities

CULTIVATING POSITIVE CHILD, STAFF AND FAMILY RELATIONSHIPS

It is the deep desire of Busy Bee staff to cultivate positive child, staff, and family relationships. We resolve every dispute in a Biblical manner. (Matthew 18:15-20, I 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 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 or to meet with the preschool director. If the conflict still has not been resolved, after meeting with the preschool director, the offended party may appeal the decision by directing their concerns 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, or call [303-866-5958](tel:303-866-5958).

POSITIVE GUIDANCE POLICIES AND PROCEDURES

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 appropriate behaviors while watching for any difficulties. Preschoolers are just beginning to understand that 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 while regaining their composure.

Positive child guidance has 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 a group setting. 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 is unsuccessful and/or 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 an appropriate action.

INTERVENTIONS AND REFERRALS

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 parent may be asked to withdraw the child from school if all of our interventions and

referrals are unsuccessful. Any questions or concerns regarding discipline should be brought to the attention of the teacher first and then the director.

PREVENTING EXPULSIONS AND SUSPENSIONS

Parents are expected to be actively engaged in this process and in attendance at all consultations. We will make every effort to prevent suspensions or expulsions from our program.

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.

HEALTH PRACTICES

HAND WASHING

With your child’s health in mind, best practices recommend that each child use the restroom and wash their hands for 20 seconds before arriving in the classroom. You will find our hand washing protocol posted in each restroom. The children will wash their hands after toileting. After touching their hands to their nose and/or mouth; prior to eating snack/lunch; after playing outdoor or in the gym, and as needed throughout the day.

ILLNESS POLICY, ABSENCE NOTIFICATION, GETTING SICK AT SCHOOL

We request 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

Please **notify the preschool** office whenever your child will be out of school, and the reason for the absence.

If a child becomes ill during school, he or she will be isolated from the rest of the children and a parent or the emergency contact person will be called.

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. and is available in the preschool office. This includes **Asthma and other chronic illnesses**. 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 make them 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.

ALLERGIES AND PREFERENCES

Any known allergies to food, medication or other substances must be stated on the Medical Forms. Parents may provide alternative foods for snack and at special events. Parents are encouraged to work with their class/teacher to suggest desired and appropriate snacks for the class or send a special snack for their child each day. Please make sure you specify if it is an allergy or a preference.

COMMUNICABLE DISEASES/CDPHS

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.

IMMUNIZATIONS

Per the State of Colorado, The Infant Immunization Program and Immunization of Students Attending School, Busy Bee must have on file an official Certificate of Immunization or waiver of immunization for every student enrolled.

SUNSCREEN

Parents are required to apply a long lasting sunscreen to exposed areas of skin before school, unless it is an indoor play day. Human Services requires that the parent sign a sunscreen permission form if their child will need additional sunscreen applied during the day. In this case, parents are required to provide a labeled bottle of sunscreen which will be kept in a lockable area within the preschool. Sunscreen permission forms are available in the office.

EMERGENCIES, SAFETY AND SECURITY

WALK THROUGH

At the end of the day, the director or a designated staff member will walk through the facility before locking the classroom and office doors, to ensure all the children have been picked up and the facility is secure.

SIGN IN AND SIGN OUT, for COVID CHECK IN AND DISMISSAL see page 27

We are required by Social Services to have each parent or guardian/carpool person **sign in** the children they are leaving at Busy Bee; and, at the end of the day **sign out** 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 document the child's arrival and departure information. Each classroom has its own clipboard for sign in and sign out located near the classroom door.

HEAD COUNT, RATIOS AND KNOWING WHERE THE CHILDREN ARE

Besides observing the children in the classroom, a headcount is taken every 45 minutes or whenever classes are moving from area to area. All children are under the direct supervision and within sight of staff while attending preschool. The staff are careful to maintain the appropriate ratios in each classroom.

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 **DO NOT** want to pick 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.

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

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 preschool and church staff will be notified immediately and the 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.)

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.

VISITORS: Anyone who visits the preschool during school hours must sign in at the front desk and complete a health check in. People who are unknown to the staff will be asked to show identification.

ACCIDENTS AND INJURIES

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, and wait there until the parent arrives.

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 1-(844) 264-5437. 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.

TO FILE A COMPLAINT REGARDING CHILDCARE GUIDELINES

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, or call 303-866-5958.

WEATHER EMERGENCIES, FIRES, AND DISASTERS

The fire marshal inspects Bethany annually, and the most recent inspection is posted outside the office. The children learn fire safety skills, including how to Stop, Drop and Roll early in the school year.

Fire Drills, Lock Down, and Lock Out Drills are practiced once a month in order to familiarize the children with safe procedures for exiting a building in an emergency. Our safe off site location is designated as the Denver Land Rover Dealership which is walking distance north from the parking lot, or the McDonald's just south of our location. In these situations the teachers and director will be responsible for the students until an authorized person arrives to pick up the child, no matter how long it takes.

Fire Drills - Busy Bee holds Fire Drills once a month to teach and prepare the children for an emergency. The following are the steps taken during a fire drill.

- The Assistant will lead the children to safety at the closest exit with no stairs unless the fire prevents them from exiting in that direction.
- The teacher will count the children as they follow the assistant, taking the emergency bag, sign in sheet and their cell phone. The teacher will recount all children at the safety site and immediately text the Director: All accounted for or noting any missing children.
- Safety areas are: against the playground wall for drills (outside the playground gate and walk to Land Rover for a real emergency) or the lower Patio towards the garage.
- The teachers will explain the importance of exiting quickly and safely while leaving all their belongings behind; whether at school or in another location.
- Office personnel will take the emergency cards and wait for emergency vehicles to arrive to report any missing children.
- Teachers will wait for a text authorization to return to the building.

Tornado Drills- Busy Bee holds Tornado Drills regularly throughout the school year.

- The Assistant will lead the kids to safety in the underground using the far stairwell to the gym, through Bethany offices, and Fellowship Hall to the meeting room behind the downstairs kitchen or to the underground hallway.
- The teacher will count the kids as they follow the assistant, taking the emergency bag, sign in sheet, their cell phone and recount all children at the safety site.
- Teachers will take attendance at the designated safe site. Immediately they will text the Director: All accounted for or noting any missing children.
- The teachers will explain the importance of exiting quickly and safely while leaving all their belongings behind; whether at school or in another location.
- Office personnel will take emergency cards.
- Teachers will wait for a text authorization to return to the classroom.

Lock Out Drills –Bee Safe (Danger outside in our community proximity)

- The staff will be informed via text of the emergency.
- If the class is outdoors, everyone will return inside quickly by using the whistle. We will practice using the whistle during the drills to identify the emergency.
- The Assistant leads the children inside, the teacher counts as they walk in. Teachers will walk in, once all the kids are accounted for and lock the playground door.
- Teacher's will take attendance inside the classroom to account for everyone and text the director immediately that all kids are safe, or note if anyone is missing. If anyone is missing, the assistant and office staff will search until found.
- All doors to the building are to remain locked. The Director will lock the foyer doors to the playground.
- We will do business as usual.
- No one is allowed inside or outside until authorized.
- If a parent has a key card, they can come in to pick up their child.

Lock Down Drills – Bee Quiet

- The emergency will be communicated by text. Use the be quiet signal to call the children to safety.
- If the class is outside on the playground or the gym, they will exit safely towards Land Rover.

- Classes in the foyer will seek safety in the kitchen & kitchen closet. We will lock the kitchen door and the closet door, turning the lights off. We will move away from the entrance, sit low and quietly. We will account for everyone, text the Director immediately: all accounted for or noting missing children.
- Classes in the bathroom will seek safety in the nursery & the nursery closet. We will lock the nursery door, window, and closet door with the lights off. Be quiet. Account for everyone, text the Director immediately: all accounted for or noting any missing children.
- If in the classroom, lock your doors, turn lights off, go to your safety area away from windows and away from the doors, and be quiet. Use your bathroom or cabinets as protection. Have one adult with children locked in the bathroom and another adult with children behind a counter or cabinet down low, if not everyone fits in the bathrooms. Account for everyone, text the Director immediately: all accounted for or noting any missing children.
- Do not come out until receiving the all clear text from the emergency staff.

● **Re-Unification Process**

The teacher and assistant will save their class group text and emails in their cell phone to communicate with parents in an emergency.

- Once all kids are accounted for at Land Rover. The teacher will contact the parents by text group and email to notify:
 - “Everyone is safe. We’ve had an emergency and are at the Land Rover Dealership north of the preschool on Broadway. Please come and pick up your children here. If you send someone I do not know, please text me with their name and have them bring an id. We’ll give you the details when you arrive.”
- Staff will not leave until all their class has been picked up.

COMMUNICATION DURING EMERGENCIES

In the event of an emergency, the teachers will carry their attendance sheets, emergency contact sheets, and sign-in sheets. All staff will carry their cell phones to communicate with each other. The director or office personnel will evacuate the building with the emergency cards. Parents may be notified by text message and email. Therefore, we ask parents to please refrain from contacting the teachers or staff by texting to keep the lines clear. The teacher and assistant will save their class group text and emails in their cell phone to communicate with parents in an emergency.

STANDARD RESPONSE PROTOCOL (SRP): STUDENT SAFETY

Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are trained for by the teachers, staff and administration. Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. **Lockout, Lockdown, Evacuate and Shelter**. In the event of an emergency, the action and appropriate directions are followed. **LOCKOUT** - “Secure the Perimeter”; **LOCKDOWN** - “Locks, Lights, Out of Sight”; **EVACUATE** - “To the Announced Location”; or **SHELTER** - “For a Hazard Using a Safety Strategy” **TRAINING**. Please take a moment to review these actions and let us know if you have any questions. Staff are being trained and the school will practice these actions over the course of the school year in a non-threatening manner. More information can be found at <http://iloveguys.org>.

LOCKOUT: SECURE THE PERIMETER Busy Bee will use “BEE SAFE”	Lockout is called when there is a threat or hazard outside of the school building.
STUDENTS:	TEACHERS:
• Return to inside of building	• Recover students and staff from outside building
• Do business as usual	• Take roll, account for students
	• Increased situational awareness
	• Do business as usual

LOCKDOWN: LOCKS, LIGHTS, OUT OF SIGHT Busy Bee will use "BEE QUIET"	Lockdown is called when there is a threat or hazard inside the school building.
STUDENTS:	TEACHERS:
• Move away from sight	• Lock the classroom door
• Be calm and remain silent	• Turn the lights out
	• Move away from sight
	• Maintain silence
	• Wait for First Responder's "all clear" to open the door
	• Take roll, account for students
EVACUATE: TO A SAFE LOCATION Busy Bee will use "BEE QUICK"	Evacuation is required when you must move students and staff from one location to another.
STUDENTS:	TEACHERS:
• Leave your things behind and evacuate in an orderly fashion with the teacher.	• Take the attendance sheet, if possible
	• Lead students to the designated evacuation site.
	• Take roll, account for students
	• Contact parents regarding relocation
SHELTER: FOR A HAZARD USING SAFETY STRATEGIES Busy Bee will use "BEE QUICK"	Shelter is required when there is a need for personal protection.
SAMPLE HAZARDS:	SAMPLE SAFETY STRATEGIES:
• Tornado/Flood	• Evacuate children to shelter area
• Hazmat	• Seal the room
STUDENTS:	TEACHERS:
• Appropriate safety strategies	• Appropriate hazard and safety strategies
	• Take roll and account for students

STANDARD REUNIFICATION PROCESS: Student/Parent Reunification circumstances may require parents to pick up their students in a formalized, controlled release. This process is called reunification and may be necessary due to weather, a power outage, hazmat or a crisis. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Parents may be notified by phone, email and/or text message system. A reunification text message may look something like this: *"The school has closed, please pick your child up at 10:25 at the main entrance. Emergency contact picking up the child must bring their ID."* **Parent/Guardian Expectations:** First, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian. Second, What if a Parent Can't Pick-up Their Student? When a parent or emergency contact can't immediately go to the reunification site, the school will hold the students until parents can pick them up. Third, have the emergency contact bring identification. This is to ensure the children are released to the person authorized by the parents. **How it Works For students:** the school will keep the students safe while waiting for a parent or guardian.

COVID 19 – BETHANY AND BETHANY BUSY BEE

Our first priority is to serve the students and families of Bethany well. In all of our planning, we strive to make decisions based on what is best for those we serve. Therefore...

- We seek a safe, secure and healthy school and ministry. We have listened to the experts and are taking their guidance to heart.

- We are committed to excellence, innovation and continuous improvement. We have had to think outside of the box and innovate to educate students through the pandemic.
- We will continue to keep up to date, and be flexible and nimble in responding to new information with expert guidance, so that school policies can be revised and adapted depending on the level of viral transmission in the school and throughout the community. We will stay in close communication with our health consultant and state and local public health authorities to maximize the ability for contact tracing.

The **American Academy of Pediatrics** strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school.

A recent White Paper published by the **Center for Disease Control** on 7/23/20, urges America's Schools to re-open. *"The United States reported that children and adolescents under 18 years old account for under 7 percent of COVID-19 cases and less than 0.1 percent of COVID-19-related deaths. So far in this pandemic, deaths of children are less than in each of the last five flu seasons."* The CDC also states that *"children are unlikely to be major drivers of the spread of the virus."*

We have dedicated hours of research, planning, and deliberation towards developing the best and safest plan. Over the summer, Bethany's leadership team has consulted professional organizations including the Association of Christian Schools International, CDPHE and Office of Early Childhood, the CDC, the American Academy of Pediatrics, medical professionals, and more. We acknowledge that these COVID-19 policies are intended to mitigate, not eliminate, risk. No single action or set of actions will completely eliminate the risk of SARS-CoV-2 transmission, but implementation of several coordinated interventions can greatly reduce that risk.

Bethany stands in agreement with these professional institutions and acknowledges that in-person learning will not only give students the opportunity to thrive academically, but mentally, socially, and spiritually as well.

The purpose of the following detailed guidance is to support the education of our children **and** public health with policies for school re-entry that foster the overall health of children, staff, and communities based on the available evidence.

According to the American Academy of Pediatrics, "In Pre-K, the relative impact of physical distancing among children is likely small based on current evidence and certainly difficult to implement. Therefore, Pre-K should focus on more effective risk mitigation strategies for this population. These include hand hygiene, infection prevention education for staff and families, adult physical distancing from one another, adults wearing face coverings, cohorting, and spending time outdoors."

Higher-priority strategies:

- Cohort classes to minimize crossover among children and adults within the school.
- Utilize outdoor spaces when possible.
- Limit unnecessary visitors into the building.

Lower-priority strategies:

- Face coverings(cloth) for children in the Pre-K setting may be difficult to implement.

- Reducing classmate interactions/play in Pre-K aged children may not provide substantial COVID-19 risk reduction.”

Child Drop Off and Pick Up

- We will have staggered drop offs at the front doors and outdoor pick ups with social distancing recommendations in place. Pens for sign in will be used once and dropped in a basket for sanitizing. 10 families will be admitted during each period from 8:45, 8:50, 8:55; 9:00; 9:05; 9:10.
- **Orientation Days are Tuesday and Wednesday, September 8th and 9th.** Parents and children will attend this shortened day together. Parents will arrive at staggered times and join us in the sanctuary, while children accompany their teacher for a short morning. Dismissal will be either at 10:30 or 12:30, depending on your arrival time. Look for more details in the weeks ahead.
- The official **first days of school are Thursday, September 10th and Friday, September 11th.** There is a staggered drop off at the front door by last name as follows:
 - A - C @ 8:45
 - D - H @ 8:50
 - I - M @ 8:55
 - N - S @ 9:00
 - T - Z @ 9:05
- Pick up will be at 12:00 outdoors along the sidewalk east of the building. Mrs. McGowan and Mrs. Fallt will be at the upper doors. Mrs. Cain, Mrs. Haun and Mrs. Pyne will be at the lower doors. Lunch bunch pick up will be in those same locations at 1:30.

Screening Children Upon Arrival, CDC guidelines for childcare

- Persons who have a fever of 100.4⁰ (38.0⁰C) or above or other signs of illness will not be admitted. We will encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. We will screen children upon arrival, as follows:
- We will ask parents/guardians to take their child’s temperature upon arrival at the facility. We will have an infrared thermometer available and ask the parent/guardian to confirm that the child does not have a fever, shortness of breath, chills, muscle aches, sore throat, or a cough.
- We will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid or difficult breathing (without recent physical activity), fatigue, or extreme fussiness.
- For now, staff will greet the child in the foyer; and, take the child to the restroom to wash hands before entering the classroom for play. Parents will return to their vehicle after signing their child in. Staff will practice social distancing as much as possible in the hallway. A staff member will clean toilets after use.
- Literacy to Go – Plastic bags will be wiped down and books bags will be returned to the rack. We will set these out front to the side, for pick up by parents and children at drop off.
- Hallway activities will be limited to non-contact activities like hop-scotch, arm circles, balance beam, etc.
- Foyer activities like *Donuts with Dad* will be modified, setting up tables in the sanctuary, 3 for each class, with for 5 or 6 men/children from the same class sharing tables. Teachers will wear gloves and serve the donuts.

Busy Bee Staff, Parents, Guests and Bethany Volunteer Requirements and Training, Take Everyday Preventive Actions.

- Temperature checks and health screening will be **required** daily. Employees and volunteers should stay at home if they are not feeling well.
- Handwashing is required upon entry, and regularly through the day. [Wash hands](#) often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol. All children, staff, and volunteers should engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children
 - Before and after administering medication or medical ointment
 - Before and after diapering
 - After using the toilet or helping a child use the bathroom
 - After wiping a nose or coughing or sneezing.
 - After coming in contact with bodily fluid
 - After playing outdoors or in sand
 - After handling garbage
- Staff will assist children with handwashing, including infants who cannot wash hands alone; and then wash their own hands.
- Masks are required for all employees, volunteers and guests unless there is an overriding health concern. We require parents wear a mask at drop off and pick up.
- We will adhere to social distancing guidelines as much as possible.
- Pre-service training is required to protect our children, staff, and volunteers. This will familiarize everyone with the regulations from CDPHE, OEC and CDC.

Classroom Restrictions

- Students will remain with their teachers in their classroom with the exception of 1 music class and 1 outside/indoor recess. 2 classes may be outside or in the gym at one time; but, the space will be divided. One group will enter and exit on the north side and one will enter/exit on the south. They will switch sides on their next day at school. Music in the sanctuary will be set up similarly.
- As before, we require handwashing upon arrival and will enable handwashing throughout the day.
- We will limit the toys in use to those that are easily cleanable, non-porous, with smooth surfaces and **eliminate** things that cannot be washed between use each day, such as soft, fabric toys, dress-up clothing, sensory tables and water play.
- Teachers will clean the classroom at the end of the day. Classroom surfaces and cubbies must be disinfected daily. Some toys may also be cleaned in the dishwasher or washing machine at the end of the day.
- Staff will also disinfect surfaces throughout the day ([Additional Guidance](#))
- Students and staff will not intermingle with other classes.
- Snacks will be commercially wrapped and served in the classroom.
- Social Distancing recommendations will be maintained as much as possible.

Who should wear gloves, and when should they be worn?

“Employees in food and child care industries shall minimally utilize disposable gloves as normally required by their governing regulations.” CDPHE 4.22.20 Gloves will be required for diaper changing, toileting and serving food; otherwise, frequent handwashing is preferred.

Who should wear a mask or face cover while in the facility?

“Although CDC recommends that children under 2 should not wear a facemask, the child care environment poses unique challenges since groups of young children may be supervised by one caregiver for several hours at a time. For that reason, our recommendation is that children under the age of 3 within the child care should not wear masks and no child should wear a mask while napping. Additionally, children between the age of 3 and 5 should be supervised if they are wearing a mask. If the mask is creating discomfort or resulting in the child touching their face frequently, reconsider whether a mask is appropriate for that child. Parents dropping off and picking up children should be asked to wear masks while they are at the facility. Masks are recommended for everyone in the facility three and older but are not required.” CDPHE 4.14.20

Are licensed programs limited to group sizes of ten or fewer given the recent guidance?

CDPHE is limiting child care group size to the licensed capacity, keeping groups separate with a consistent caregiver.

What is the student sickness, extended absence policy revision?

Any student or staff member running a fever of 100.4 (medication free) should remain at home. All staff and students must be fever free for at least 24 hours (that is one full day of no fever without the use of a medicine that reduces fevers.) If a student or staff member has COVID symptoms, at least 10 days must have passed since the symptoms first appeared, before they can return to class. These symptoms should have improved.

What do you do when there is a suspected case of COVID 19?

- Students exhibiting any symptoms while at school will be immediately **quarantined** on site until the parents are able to pick them up.
- We will also be actively monitoring absences for any symptoms of COVID-19.
- Parents will be informed of any COVID-19 exposure, complying with ADA’s confidentiality requirements.
- Bethany Busy Bee will report confirmed COVID-19 cases to local and state health authorities.
- We will attempt to determine the onset of symptoms and any **close contacts** at Busy Bee during the 48 hours prior to symptoms appearing.
 - Close contact refers to a person who:
 - was within 6 feet of someone who has COVID-19, for at least 15 minutes total.
 - shared eating or drinking utensils with someone who is sick with COVID-19.
 - got respiratory droplets from someone who is sick with COVID-19 - through sneezing, coughing, shouting, etc.
 - was in the same class/cohort as a person with COVID-19.
- Busy Bee will notify these families/staff of the need to **Quarantine** for 14 days from the date of contact with the affected child/employee, staying home from work, school, and/or activities. The siblings of children who are home for quarantine, because they were a close contact/exposed to COVID-19 do **not** need to stay home or be tested unless the sibling in quarantine develops symptoms or tests positive for COVID-19. However, when a person is a

close contact of someone with COVID-19, negative testing does not release that person from the recommended quarantine.

- Children or staff members with COVID-19 will be excluded for 10 days from the onset of symptoms. They must be **24 hours fever free** without the use of fever-reducing medications before they can return to Bethany. This is called ***isolation - staying home from work, school, and/or activities when a person is sick or diagnosed with COVID-19.***
- Areas impacted will be closed for 24 hours and cleaned thoroughly.

Please note that [Amended Executive Order D 2020 035](#) has changed the minimum time period a child care facility must close if there is a positive or suspected case of COVID-19 in a student, parent of a student, or staff member at the facility from 72 hours to **24 hours**. During this closure a facility should conduct a thorough cleaning as outlined by the [Centers for Disease Control \(CDC\)](#).

Tuition

There will be no change in tuition if we are required to close for 14 consecutive days or less. Closures longer than 14 consecutive days will result in a 50% reduction of tuition charged for one month. When a classroom is closed we will immediately convert to remote/on-line learning activities as well as daily zoom calls. This remote could include: Zoom lessons, YouTube video instruction, emails and attachments of items to print from home and websites to access learning instructional materials and or activities. These lessons will be guided by our teachers from each classroom.

Cleaning Requirements at Busy Bee

- Gym equipment will be disinfected between uses by different groups/classes. Two groups may be in the gym at one time, as long as they do not co-mingle.
- Outdoor play spaces do not require cleaning between classes, per CDPHE.
- The **cleaning crew** will disinfect all high-touch areas at the end of the day, including the restrooms, toilet stall doors, drinking fountains, all indoor and outdoor door surfaces, handles or knobs, light switches, stair railings, other shared high touch surfaces, etc.
- **Cleaning crew** will daily vacuum carpets in the halls and in each classroom, empty trash and mop to disinfect tile floors.

What cleaning procedures should child care providers follow to help limit the spread of COVID-19?

Facilities should follow cleaning procedures as outlined below by the [Centers for Disease Control \(CDC\)](#). This resource remains the best source of information to ensure the safety of children and staff. These are routinely practiced at Busy Bee.

What is environmental cleaning, according to the CDC?

- Perform routine cleaning and disinfecting of frequently touched surfaces such as counters, door handles, railings, workstations.
- Use the cleaning agents that are usually used in these areas, and follow the directions on the label.

- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, etc.) can be wiped down before/after each use.

[Caring for Our Children](#) (CFOC) also provides national standards for cleaning, sanitizing and disinfection of educational facilities for children.

- [Routinely clean, sanitize, and disinfect](#) surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, railings, chairs, cubbies, and more. Use the cleaners typically used at your facility, including EPA-registered disposable wipes.
- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be [laundered](#) before being used by another child.
- **Do not share toys with other groups** of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- **Children’s books**, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective.
- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

References

- American Academy of Pediatrics, COVID-19 Planning Considerations
- Metro Denver Partnership for Health, COVID-19 Strategies for Schools
- CDC.gov/coronavirus/2019-ncov/community/schools-childcare/schools
- Viner, R. and Ward, J. *School Closure and Management Practices During Coronavirus Outbreaks including COVID -19: A Rapid Systemic Review*, The Lancet, Vol. 4, Issue 5, April 2020.
- The Economist. *When Easing Lockdowns, the Governments Should Open Schools First*. April 30, 2020.
- [CDPHE School Guidance 7.30.20](#)
- [CDC White Paper Re-opening America's Schools 7/23/20](#)
- Wall Street Journal, The Saturday Essay, “Why It’s (Mostly) Safe to Reopen the Schools” 8.8.20

FINAL NOTES

The orientation packet includes a Fees and tuition letter, the Parent Handbook, information about Bethany Evangelical Free Church, a school calendar and a class list. Please sign the Parent Handbook Acknowledgement form indicating you have received and will read our Parent Handbook. This signed statement is required by the State of Colorado.

The staff of Bethany Bee Preschool welcome you and pray that your time with us will be valuable and enjoyable. Always feel free to contact the teacher or director with concerns or comments you feel would be helpful. No matter what happens this year, we know that nothing is too big for our God who knows each of us by name, the number of hairs on our heads, (Matthew 10:30) and exactly what we need (Matthew 6: 25-34). While we live in a fallen world where there is trouble, we remember Jesus' words in John 16:33, "In this world you will have trouble. But take heart for I have overcome the world!" We pray there will be a day when things are better. For now, we have some strict guidelines to follow. In order to provide the best possible outcomes for one another, together we have to commit to care for each other and follow the health department's directives.

In every circumstance, both planned and unforeseen, we are wholeheartedly devoted to seeing your children thrive. Ps. 115:14

Bethany Evangelical Free Church

Bethany Evangelical Free Church also welcomes you! Please look for brochures in the lobby or for complete descriptions of who we are and what we are about on the website bethanyefree.org. The second Sunday in September, the church staff and some of our Busy Bee families will be ready to specially greet you and show you around. Please feel free to join us for worship at any time. In addition, there will be a meet and greet time, **Pizza with the Pastor's**, in the lobby at noon in September.

Bethany's Sunday Worship Times

10:45 am - Nursery, Children's Sunday School and some Adult Bible Fellowships meet
9:00 or 10:45 am - Church begins in the sanctuary

Children's Church includes children grades K-4. This begins in the sanctuary with the parents at 10:45. The elementary school children are dismissed from the service around 11 am. for a children's service in the Tree House. The younger children remain in the nursery, walker room and preschool class for both the Sunday school hour and church. Bethany has programs for children of all ages, including a **Young Families** group and **Youth Groups for Junior and Senior High** students that meet weekly.

Vida Nueva Iglesia

Please know you are welcome to visit our Spanish Service at 12:45 pm. Contact Pastor Francisco Mendez at 303-734-2365 or pastorfrancisco55@gmail.com for additional information..