**Busy Bees Natural Learning Center**

WWW.BUSYBEESNU.COM

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This handbook is intended to familiarize families with current Busy Bees Daycare policy, practices, and standards. The parent handbook can be found and printed at [www.busybeesnu.com](http://www.busybeesnu.com). Busy bees Daycare reserves the right to revise its policies, practices and standards as deemed appropriate by the Director. Families will be notified of updates to the handbook.

 You can find a copy of Pennsylvanian’s Family Childcare regulations at

 <http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter3280/chap3280toc.html>

**Welcome**

Busy Bees Daycare opened as a Family Daycare home in 2005 and quickly saw the need for quality childcare in the community. Shortly after, we evolved into what we remain today, a Group Childcare Home. Licensed in the state of Pennsylvania, Child Development Associates Credential Certificate, Keystone Star Level 4, Certified in Nature Explore, a participant in the CACFP (child and Adult Care Food Program), and a member of PACCA (Pennsylvania Child Care Association) we care for the children in our community in a safe and developmentally appropriate learning environment.

At Busy Bees, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child’s own individual social, emotional, physical, and cognitive development.

**Philosophy**

Our program is built around the concept that children are born ready to learn. As caregivers we strive to create a natural learning environment that is safe, stimulating and encouraging. Using the Pennsylvania Learning Standards as a guide we understand that

* Children develop knowledge of their world through active interactions with caregivers, peers, materials, and events.
* Learning proceeds at different rates in each area and each child. Children will show a range of skills and understandings in any one area of development.
* Learning in each area is interconnected. Young children learn best through experiences, which incorporate several areas of development.
* Learning begins in the family, continues in early care and education settings. And depends on parent involvement and caregiver guidance.

**Keystone STARS Information for Parents**

What does Keystone STARS mean?

Keystone STARS (Standards, Training/Professional Development, Assistance, Resources) is a quality rating system that promotes quality improvement in early learning and development programs and school age childcare. A Keystone STARS designation informs parents that their children are in a safe, respectful environment in which they are learning new things every day to support their current and future successes in school and in life.

**Early Intervention**

*Early Intervention is a term used to describe the services and supports that are available to babies and young children with developmental delays and disabilities along with the families.*

* *physical*(reaching, rolling, crawling, and walking);
* *cognitive*(thinking, learning, solving problems);
* *communication*(talking, listening, understanding);
* *social/emotional* (playing, feeling secure and happy); and
* *self-help* (eating, dressing).

If you have been recommended for services, are interested in making a referral or have an inquiry about Early Intervention services for a childbirth to three years old please contact the Centre County Early Intervention Program at 814-355-6786. Outside of Centre County (800) 692-7288

For children within 45 days of turning 3, contact Central Intermediate Unit #10 (800) 982-3375

**IEP/IFSP**

 If a child has an Individualized Education Plan and/or meets with a TA, we will meet as a team twice a year (or as necessary) to discuss future goals, observations and instruction that best suits the needs of your child. Your child’s IEP/IFSP will be reviewed by all members of our staff. The IEP/IFSP and team meetings will help our staff in creating a plan that is individualized and created with your child’s needs and abilities in consideration.

**Outside Resources and Family Referrals**

**Referral for Services**

When it is determined a family needs outside services such as medical, dental, developmental, financial, mental health, clothing, food, shelter, etc. I will assist the family by following the procedure below.

 **Procedure**

* Arrange a meeting with parents to discuss the proposed need
* Distribute information on available resources to parents. If no resources are immediately available, I will make every effort to acquire information to assist the family in meeting their needs
* Work with parents to create an action plan with families/team members to involve our program if needed
* After an undetermined amount of time, I will arrange a follow up meeting to discuss the progression.

**Outside Resources**

Families will be referred to appropriate social, mental health, education, wellness, and medical services as necessary. Services include but are not limited to CHIP, Child Care Works (CCW), Early Childhood Mental Health, Early Intervention, Behavioral Health, Social and Emotional help, Counseling, etc.

\*Please see attached list of community resources

**Inclusion, Suspension, Expulsion, and Termination of Services**

**Inclusion**:

OCDEL defines inclusion as including children with disabilities in early childhood programs, together with their peers without disabilities, holding high expectations and intentionally promoting participation in all learning and social activities, facilitating individualized accommodations, and using evidence-based services and supports to foster development (cognitive, language, communication, physical, behavioral, and social-emotional), friendships with peers and a sense of belonging. This applies to all young children with disabilities, from those with the mildest disabilities to those with the most significant disabilities. Busy Bees adopts these policies as our own inclusion policies.

**Suspension and Expulsion**

Busy Bees follows Pennsylvania’s Office of Child Development and Early Learning’s policy and practice regarding suspension. Suspension and Expulsion can occur if the child exhibits poor behavior that is too disruptive to the day, a danger to the other children, a danger to themselves, a danger to the staff, or a danger to the animals on the property. Such poor behavior could include (but is not limited to) the following: hitting, biting, kicking, pinching, pushing, causing other physical harm, using inappropriate language, using racially offensive language, or damaging property.

**Steps to suspension and expulsion**:

1. Redirect child.
2. Document instance and make observational notes to share parents.
3. Review the actions and make notes if they are developmentally appropriate.
4. Share information with parents.
5. Address concerns with parents and work to establish an action plan with parents.
6. Keep a log of any further incidents.
7. Parents will be notified to pick up a child who continues to make poor choices, which are not typically developing choices.
8. Suggest parents seek outside resources or local agencies for help. (Early Intervention, STARS coaching, Infant/Early Childhood Mental Health (I/ECMH) consultation
9. Child will be suspended if needed until an action plan is in place.
10. Work with parents and local agencies to help implement the action plan.
11. If parents refuse to seek help, delay seeking help, are thought to ignore the behavior, or the child is not improving the child will be expelled.

\*If the poor choices and behavior are an immediate threat to the wellbeing of the child, teacher, other children, or animals (this is not limited to physical wellbeing) then steps 1-11 will be skipped and child will be immediately expelled.

**Termination of Service**

If at any point a child develops a developmental delay that was not addressed at enrollment and is out of the staff’s realm of knowledge, is too great of a need for the staff to care for or cannot provide with a safe and developmentally appropriate environment parents will be given a 4 week notice of termination.

 **Biting Policy**

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowing, seeking attention, frustration, and stress. Biting is not something to blame on children, their parents, or the teachers. There are a variety of strategies we implement at Busy bees to prevent and stop biting.

* The biting child is stopped and told “stop biting. Biting hurts” in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
* The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include redirection or meeting the child’s needs. As little attention as possible will be placed on the biting child to avoid reinforcing the behavior.
* Appropriate first aid will be provided to the child who was bitten Bite will be washed with soap and water, cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

All information is confidential, and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on the Injury/Illness Log which is completed and signed by staff.

American Sign Language

Busy Bees has adopted ASL has a second language for all age groups. Children will find labeled objects/toys throughout the facility. Staff will incorporate the use of new words daily. Workshops may be held periodically for parents who express an interest in learning the basics of ASL.

**Family Involvement**

**You are needed!!!**

 Ever thought about being more involved in your child’s day? Would you like to be a part of your child’s early education experience? Did you know that parents who actively participate in their child’s education programs help enhance the program? Busy Bees would like to take a unique approach to providing high quality care by adding you, the parents, to our program.

 We are looking for parents to volunteer their time as a “community reader”. As a community reader, you get the opportunity to spend the hour in the classroom reading books to the children. Feel free to team up with another parent to create a special afternoon. Check with me on our monthly theme and coordinate snacks, games and books.

**Benefits:**

* Parents and children already know each other
* Positive social emotional development occurs when parents get involved
* Programs thrive when participants take pride and ownership from within

 **What do I have to do to participate?**

* Complete volunteer clearance forms that are available upon request
* Schedule dates you would like to volunteer

**Join the BBPG**

**What is the BBPG?**

 Much like a school’s PTO, the BBPG is a group of parent volunteers who help plan activities, plan field trips, help organize different aspects of our program, and are a voice in what occurs. The main goal of the family group is to support parent participation in their children’s early education.

**What do I need to do?**

 \*organize special snack calendar

 \*assist with organizing parties (decorations, food, activities) Family picnic, Christmas party, holiday parties

 \* help with fundraising

 \* members of the BBPG will assist in forming/making adjustment to policies and procedures.

**Do I have to take time out of my day to be physically present?**

 No. Participation during care hours is not required. Although, some parents might wish to volunteer or help in the classroom on our special days. Parents who wish to be part of the BBPG will be notified through the Procare App, email, text, or newsletter of current practices and needs.

**Ok, How do I participate?**

 Just let us know that you wish to be a part of the BBPG (Busy Bees Parent Group) and I will add you to the list.

 **Orientation and Transition Policy**

Our goal is to ensure that each child and family receives an enrolment and orientation process that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide. Our orientation procedure aims to assist the child and family to help transition their child to being in care.

**Policy Guidelines Orientation**

We believe orientation is an important process where teachers can get important information about the new child’s needs and those of the family. This process helps to make the transition from home to care as smooth as possible with the aim to maintain continuity between home and daycare.

I will arrange for the new child to attend daycare (together with parents) to visit and meet the staff and familiarize with the environment. Children are invited to participate in the activities if they so desire.

During orientation the following will take place:

* A tour of the childcare. During this tour, I will give the family information about the daycare including but not limited to the program, the CACFP, fees, DHS regulations, and schedules.
* Discussions will be held between the family and myself regarding availability of days and a start date. Any matters that are sensitive will be discussed privately at this time.
* Parents will be given a copy of the policy and procedure manual and together we will review/discuss any concerns.

**Transitioning to childcare:**

* Bring something familiar. A reminder of home (stuffy’s, lovey, blanket) can help this transition along.
* Create a goodbye routine. From 2 kisses/1 hug to high five and 2 hugs, this routine is something the child can look forward to doing upon arrival making the drop off less anxiety filled
* TALK TALK TALK. Communication from infant to adulthood is a key factor in learning. Use language your child will understand. Explain what the child should expect when arriving at childcare. Emphasize on the positives and reassure that you will be back to get him/her.
* Start the transition to childcare with easing your child into the program. Experts advise starting with a few half days, working your way up to an entire day.
* Have the child assist you in preparing. Have your child help you pack for the week at childcare. Giving the child some control over what he/she brings for their big day can sometimes help ease the burden.

**Transitions Occurring at Childcare**

Change from the familiar is an adjustment for children. The staff at Busy Bees approaches transitioning, whether it be from bottle to sippy cup, loss of pacifier, crib to cot, with a caring and understanding awareness. Steps we may take include

* Open communication with the child about what is going to happen. We will explain in detail the steps we will take to assist them through this transition.
* Comfort child when they are visibly upset during transitions. Allow time for the child to settle and reattempt.
* After an adequate number of attempts, if the staff feel the child is not ready for this transition, we will meet with parents and attempt at a later date.

**Transitions to Home Care**

As much as we dislike this transition, it is one we can not stop. As children prepare to transition form childcare to home care, the staff at Busy Bees will work with the parents to make this process a positive one.

The staff will reassure children that his teachers and friends will be close by as well as begin instruction on self help skills for home care.

Resources will be made available to parents when a child is transitioning from daycare to home care. Generally, this is a much easier transition, but preparation should be taken to ensure that the child is comfortable and ready to be at home.

 Refer to the following when transitioning to home care:

<http://smartkids101.com/programs/safe-kids-101-individual/>

<http://www.socialworkerstoolbox.com/safe-at-home-safe-alone-yourth-activity-book/?fref+gc>

<http://kidshealth.org/en/kids/homealone.html>

**CURRICULUM**

Experience Early Learning (Mother Goose Time)

Along-side of child-led and natural learning, Busy Bees incorporates Mother Goose Time as its learning curriculum. Their integrated system weaves 33 research-based skills into playful games and discovery projects. The cross-disciplinary model supports a child’s on-going social-emotional, physical, language and cognitive development. More information can be found at:

[www.mothergoosetime.com](http://www.mothergoosetime.com)

Mother Goose Time’s preschool and toddler curriculum focuses on the same 36 objective scale and 9 categories that follow the Pennsylvania's Early Learning Standards.

 The Pennsylvania Early Learning Standards are research based according to age and development, and form the foundation for curriculum, assessment, instruction and intervention within early care and educational programs. We strive to make sure that the curriculum we use and the assessments follow these standards of quality.

Read more on the Pennsylvania Learning Standards at:

https://www.education.pa.gov/Documents/Early%20Learning/Early%20Learning%20Standards/Early%20Learning%20Standards%20-%20Prekindergarten%202014.pdf

**Field Trips/Special Events**

With the help of the BBPG, we will hold special outings with the families throughout the year. Children that are attending must be accompanied by their families at these events.

**Nature Explore**

Certified Nature Explore Classrooms foster highly effective, nature-based outdoor learning. With research-based and nature-rich learning, these spaces inspire hands-on activity, creativity, play and plenty of time exploring the natural world. Nature Explore Classrooms were developed by a team of master educators, landscape architects and researchers in response to the documented growing disconnect between children and nature. The classrooms help fill this void by integrating research-based outdoor learning opportunities into children’s daily lives.

https://certified.natureexplore.org/busy-bees-daycare/

**First Step to Nutrition**

At Busy Bees, children are provided a nutritious breakfast, lunch and PM snack. Busy Bees follows the nutritional guidelines established by the CACFP. Menus will be posted online.

Children will be encouraged to sample all foods that are offered but will never be forced to eat. Please inform us if your child cannot eat a certain food or has different dietary needs (e.g. vegetarian, vegan, lactose intolerant) so a substitution can be made. For certain dietary restrictions, you may be asked to provide food from home for our child.

First Step to Nutrition is our USDA sponsor at Busy Bees. Annual training, financial support in the form of meal reimbursements, and quarterly monitoring, build up a system to ensure children are offered well balanced and nutritious meals. Should the Federal Government or State of Pennsylvania order a shutdown that includes services for children, parents may be asked to bring a packed lunch for their child/ren. Meals may be sent in advance or daily.

**Special Dietary Needs:**

Special dietary needs are for children with special food needs due to allergies or medical needs. Children who are unable to eat the meals provided by Busy Bees due to food allergies or special needs are required to bring their own meals/snacks. However, parents must prepare the child’s meals and the food should be ready to serve. Parents would notify Busy Bees of any food/dietary restrictions a child may have such as lactose intolerance, wheat or gluten free diets, vegetarian diets etc. There is no discount given for food supplied by parents.

**Infant Feeding:**

Parents are required to supply Busy Bees with the formula of their choice/ breast milk and labeled bottles. Bottles must be labeled with the child’s name. Parents are required to fill out an infant feeding schedule to keep on file. A backstock of bottles/bags should be kept on hand. Prior to enrollment, the parent/provider will discuss and agree upon a schedule for the child. Alterations will be made as demand becomes greater.

 Infants will begin to transition from a bottle to a sippy cup when they start eating solid foods (usually around 9-11 months of age)

**Solid foods:**

All solid foods must first be tried at home. Open communication is very important to prevent an allergic reaction. Parents shall supply all baby foods/snacks to Busy Bees until the age that table foods are being started.

**Assessments/Observations**

Within 45 days of enrollment and twice yearly, Busy Bees uses the Ages and Stages system to observe and assess children. Parents will receive the questionnaire and may be asked to complete a portion to help teachers and staff to better understand the children in their home environment.

Busy Bees utilizes Teaching Strategies Gold to assess all children. “Report Cards” with progress and goals will be emailed to parents for review.

\*\*Assessments will be shared with families 4 times a year at arranged conferences. Any concerns will be brought to the parent’s attention and information about Early Intervention or Intermediate Unit will be submitted to parents. At any time, parents can request this information. These programs are free public programs to help children with assumed learning or developmental delays. \*\*

\*Individual Child Records Can Be Transferred By Parental Request

**Communication**

**Daily**:

 Teacher and parent communication will be done daily using the App Procare. Parents will be given passcodes upon enrollment to access their child’s information.

**Biannually:**

Twice a year families will be offered conferences to discuss their child’s strengths, progress, and behavioral, social, and physical needs.

**Monthly:**

Monthly newsletters will be sent home to help keep parents up to date on curriculum objectives, education goals, and how to support learning at home.

**Educational Workshops**

Families are invited to participate in workshops throughout the year. Visits from local farmers, the police dept, and the firehall to name a few make yearly visits to speak to families in our care.

**Illness, Injury Policy**

Busy Bees will follow guidance from the CDC when applicable. Children with the following symptoms need to stay home and rest:

Fever of 100. 4 and above or

Fever Free Without Medication for less than 48 hours.

Nasal Discharge that is thick, green, yellow or constantly running

Vomiting

Diarrhea

Pink Eye Symptoms

Undiagnosed Rash

Cold symptoms that cause Prolonged Crying or Discomfort.

Constant Non-stop coughing

Hand Foot and Mouth

Lice

Sore throat with white patches in mouth

Children with the following symptoms will be sent home:

Fever of 100.4 or above

Vomiting

Diarrhea

Pink Eye Symptoms

Undiagnosed Rash

Hand Foot and Mouth

Lice (may return when all nits are gone and treatment has been in place)

Sore throat with white patches in mouth

Multiple cold symptoms and crying for a prolonged period of time

Parents/caregivers will establish a return day and discuss necessary medications and administering of medications prior to returning.

Guidelines regarding illnesses and return times are available at request and/or sent home yearly.

**Household members displaying signs of illness/infectious disease:**

Child/ren must also remain home to ensure that the virus/infectious disease is not transmitted.

**Notice of Exposure and Reporting Disease**

If your child is exposed to a communicable disease, you are required to notify Busy Bees immediately. A notice advising parents will be posted on Procare and communicated at arrival/departure.

In the event a child is reported to have a communicable disease, the staff will notify the Dept of Health and follow their guidance to prevent the spread of disease.

In the event of an illness or injury needing emergency services, a staff member will remain with the child during transport until a parent or guardian has arrived at the medical facility.

**Broken Bones:** a hard cast must be in place and the child must be able to maneuver with little assistance.

 **CARING FOR OUR CHILDREN**

Caring for Our Children is a collection of national standards that represent the best practices, based on evidence, expertise and experience for quality health and safety policies and practices for today’s early care and educational settings. Busy Bees uses Caring for Our Children as a guide to best practices.

 **EMERGENCY PLAN**

Busy Bees Daycare’s Emergency Plan is reviewed yearly and submitted to Centre County Emergency Management Team. A copy of our Emergency Plan is located in our parent center as well as at the Centre County Emergency Office and the Beech Creek/Blanchard Fire Company. Plans are in place for Fire, Flood, Tornado, Active Shooter, Chemical Spills and Natural Disasters.

Drills are performed throughout the year in a non-threating manner. These drills serve to establish a routine with the children in the event of an actual emergency. Infants and children with special needs will be assigned a staff person to tend to their needs during an emergency and/or evacuation.

Children age 2 and under and/or children with disabilities shall remain with a designated staff person. They may be evacuated using means of wagon, walking, carry or any means necessary.

A copy of our Emergency Plan is available for viewing on our parent board.

 **Tuition**

 Monday-Friday

 7:00am- 4:30pm

 **Infants (Birth- 12 months)**

 **Full Time:** $200.00 weekly

 **Toddlers / Preschool Age**

 Full Time: $160.00 weekly

**FINANCIAL ASSISTANCE AVAILABLE TO THOSE WHO QUALIFY THROUGH CHILD CARE WORKS**

 Upon enrollment and upon any changes to tuition, families are provided an “Agreement” form. This agreement should be carefully reviewed. This form will be reviewed every 6 months and/or when changes are made.

**Tuition Due Dates**

 Weekly Payments: Tuition is due Monday prior to care.

Monthly Payments: Tuition is due on the first of the month for the upcoming month for the pay ahead discount. Otherwise, payment is due Monday prior to care.

 **Pay Ahead Discount**

The pay ahead discount is a program designed to offer families a reduction in tuition for paying monthly. In return for your payment, you will receive a 5% discount on your monthly rate. This payment is always due on or before the 1st of the month.

Tuition is based on enrollment. No discounts are given for missed days, vacations (yours or ours) sick days etc.

Should the Federal Government or State of Pennsylvania order a shut down that includes Centre County and/or Liberty Township, parents will be responsible for 100% of their tuition for the first 4 weeks, and 50% of tuition for the remainder of the closure unless an immediate outside funding source would become available to Busy Bees Daycare. Should parents choose to terminate their contract during this time they must pay 100% of their tuition to total four-weeks of tuition as per the termination policy.

You will be given a minimum of 60-day notice of an increase in tuition. You will be required to sign an updated “agreement” when a tuition increase occurs. Failure to do so will result in termination.

 **Hours of Care**

Care is to be agreed upon between parent and provider at enrollment. Your enrollment is based on your contracted hours. A list of closed days is available in your monthly newsletter, Procare and on our website.

 [www.busybeesnu.com](http://www.busybeesnu.com)

 **Trial Period and Termination Policy**

The first 2 weeks of care will be known as a trial period. During this time, either the client or the provider may cancel the contract immediately, without written notice. Following the 2-week period, the client must give a four-week written notice to terminate the contract and a date of withdrawal will be established. The client is responsible to pay for care until the date of withdrawal. If the provider chooses to terminate the contract after the trial period, a refund will be issued for dates not included in the termination.

 **Delinquent account**

An account is considered delinquent when payment is not made on it’s due date. There will be a $10.00 per day penalty added to your account until the date it is paid. The process of termination will begin on the 5th day of an unpaid account.

Families are responsible for all necessary fees required to collect the debt. (Filing fees, court costs, etc.)

 **Insufficient funds/Returned Check**

All returned checks or returned payments through Procare will be subject to a $50.00 penalty and/or all fee incurred as the result of the returned payment. Late fees will apply to all returned checks and returned electronic payments. Repeat incidents of returned payments could result in termination of childcare services.

**Late/Early Pick-Up fee:**

Busy Bees Daycare closes at 4:30 PM Mon-Fri. Parents will be charged $5.00 per minute after 4:30 PM. Late fees are calculated through Procare and will be added to your next billing cycle.

 **Holidays and Vacations**

 Busy Bees will be closed on:

 New Years Day/Eve, Memorial Day, Independence Day, Labor Day,

Veteran’s Day, Thanksgiving and the day following, Christmas eve, and Christmas Day.

 Holidays listed are paid days off. If a holiday falls on a Saturday, the childcare program will close on Friday. If a holiday falls on a Sunday, the childcare program will close on Monday. The provider also receives 14 paid vacation days to schedule on the yearly calendar. Yearly calendars will be given out by December 15th for the upcoming year.

 **Absence**

If your child will be absent from care (illness or vacation) we request that you inform us of these days in advance. Activities and events are planned based on attendance.

**Bereavement Leave**

The provider may take up to 5 days paid due to death of the immediate family and 1 day paid of non-immediate family member.

**Unexpected Closure**

In the event of a family emergency, weather, or otherwise unforeseen circumstance that Busy Bees has the need to close, as much possible notice will be given. 3 days a year are paid for emergency closures. We highly recommend that every parent has an emergency backup person for care.

 **Subsidy**

Families who receive subsidies from CCW, employers, or an outside agency are subject to the same payment schedules. Additionally, any fees not covered are the responsibility of the parent.

If at any point subsidy is no longer available/suspended (state/federal shutdown/close of business etc.) our traditional rate will be billed to parent. Reimbursements will be made if/when subsidy reimburses the program.

 \*CCW families are NOT eligible for the monthly discount payment program

 **Weather Related Closings**

Busy Bees Daycare will remain open during MOST severe weather. I will monitor the weather and local news stations to determine when it is appropriate to close or cancel care for the following day.

In the rare event that Busy Bees Daycare closes early or cancels care for the day, parents will be contacted and informed of the situation. Children should be picked up in a reasonable amount of time to ensure all parents, children and staff can travel safely home. There is no discount given in the event of a weather closing.

Weather conditions that may result in closure or delay:

Ice

Snow in excess of 10 inches

High tornado threat

Flooding in our direct area

 **Utility Failure**

Staff members and children will remain in the facility and if possible, proceed with activities as usual during a power failure. If power cannot be restored within 60 minutes of outage and staff cannot meet the Departments guidelines for temperature control, parents will be contacted for immediate pickup of their child and activities will resume as possible until parents arrive.

In the rare event of an unannounced long-term water/sewer outage, childcare is not permitted to open or stay open. Parents will be contacted for immediate pickup.

 **Potty Training**

We believe that all children learn at their own rate, and this includes potty training. We will work with families but not in place of the parents. When your child begins to show interest in potty training, we will communicate and develop a strategy that will work in both our favors. Be patient, be understanding and be aware that a child could be potty trained at home and not at daycare and vice versa.

A child is considered potty trained when they have been accident free for 1 month AND are able/do communicate the need to use the toilet.

Children who are potty training must wear clothing that is easy to pull up and down. No onesies, bib overalls, tight pants etc.

\*children MUST be accident free for 2 consecutive weeks prior to switching to underwear.

 **Outdoor Play**

Outdoor play is incorporated into the daily schedule for the morning and/orafternoon. There is less structure in an outdoor learning environment; however, staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors.

Children will go outside year-round, including winter. Only during extreme weather conditions will the children remain indoors. Our staff will refer to the Child Care Weather Watch poster to determine if it is too hot or cold to play outdoors.

It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.) Please clearly label all articles of clothing with your child’s name If a child is not dressed appropriately for the weather, he or she may need to remain inside.

 **Weapon/Violent Play**

There is a strict policy of allowing no weapon play at Busy Bees. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands or blocks. Redirection should be used when a child is engaging in weapon or violent play. If a child brings a weapon to Busy Bees, the weapon will be place out of sight and sent home the same day with a note explaining the policy about weapons. Competitive behavior is minimized in our program. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

 **Nap/Rest Time**

The Pennsylvania Dept of Human Services requires that all children be provided with a regularly scheduled nap/resting time. Children will not be forced to sleep but may be encouraged to play quietly for a period of time. The length of time a child should have to remain resting varies by child. Blankets, pillow, and cases are supplied for each child. Children are permitted to bring a special friend (stuffy) to sleep with.

**Shaken Baby Identification and Prevention and Maltreatment** **Policy**

 Policy and procedure to identify the prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.

 • Provider is trained to recognize potential signs and symptoms of shaken baby syndrome and abusive head trauma, such as: irritability, difficulty staying awake, seizures, abnormal breathing, poor eating, bruises, and vomiting.

• Provider is trained with strategies for coping with a crying, fussing, or distraught child such as the 7 principals of soothing (see appendix 1, page 38).

• Provider is trained to address the prevention and identification of child maltreatment. This includes all types of physical and/or emotional ill-treatment, sexual abuse, neglect, negligence and commercial or other exploitation, which results in actual or potential harm to the child's health, survival, development, or dignity in the context of a relationship of responsibility, trust, or power.

 Child maltreatment includes all types of abuse and neglect of a child under the age of 18 by a parent, caregiver, or another person in a custodial role (e.g., clergy, coach, teacher).

**There are four common types of abuse:**

 • Physical abuse is the use of intentional physical force, such as hitting, kicking, shaking, burning or other show of force against a child.

 • Sexual abuse involves engaging a child in sexual acts. It includes fondling, rape, and exposing a child to other sexual activities.

 • Emotional abuse refers to behaviors that harm a child’s self-worth or emotional well-being. Examples include name calling, shaming, rejection, withholding love, and threatening.

 • Neglect is the failure to meet a child’s basic needs. These needs include housing, food, clothing, education, and access to medical care.

 **Abusive Head Trauma**

 According to the Mayo clinic, Shaken Baby Syndrome or Abusive Head Trauma (SBS/AHT) is “a serious brain injury resulting from forcefully shaking an infant, toddler or young child. SBS destroys a child’s brain cells and prevents his or her brain from getting enough oxygen. SBS is a form of child abuse that can result in permanent brain damage or death.”

 **Procedures and Practices**

 **A. Recognizing Symptoms:**

 a. Children are observed for the following signs and symptoms of SBS/AHT:

 i. Irritability and/or high-pitched crying

 ii. Seizures

 iii. Bruises on upper arms, rib cage or head (maybe a result of gripping or hitting the head)

 iv. Lack of appetite

 v. Vomiting vi. Poor feeding

 vii. Lack of smiling or vocalization

 viii. Difficulty staying awake or altered consciousness

 ix. Inability to lift head or rigidity

 x. Inability to focus the eyes or track movement

 xi. Unequal pupil size

 **B. Response:**

 a. If SBS/AHT is suspected, the provider will:

1. Immediately call 911 upon suspecting SBS/AHT and inform the Program Director.
2. Call parents/guardians
3. Administer CPR if the child stops breathing. Staff trained in pediatric CPR will begin this process until medical professionals arrive and take over.

**C. Reporting:**

 a. Instances of suspected SBS/AHT or other maltreatment of a child will be reported to the Pa Department of Human Services Childline Hotline using one of the following methods:

1. Calling Childline at 800-932-0313
2. Using the online reporting system

**SBS/AHT Prevention Strategies to Assist Staff in Coping with Fussing, Crying or Distraught Child**

The provider will first determine if the child has any physical needs such as being hungry, tired, sick or otherwise in need of care. If all physical needs have been met, staff will attempt one or more of the following strategies:

 Speak or sing to the child in a soothing voice

 Redirect the child with a soothing activity

 Offer music

 Take child for a walk

 **Additionally, provider will:**

 Practice walking away and leaving the infant or child in a safe place for a short period of time if they become overwhelmed.

 Provide support for parents/guardians working with challenging behaviors.

 Share information with parents concerning successful strategies used on site with a particular child.

 **A. Prohibited Behaviors:**

 a. Behaviors that are prohibited include (but are not limited to):

 i. Shaking or jerking a child

 ii. Tossing children into the air

 iii. Pushing a child into walls, doors or furniture

 **B. Strategies to Ensure Staff Members Understand the Brain Development of Children:**

1. All staff will take PA DHS New Hire Orientation within 60 days, including modules on SBS/AHT. Training includes recognizing, responding to and reporting child abuse, neglect or maltreatment of children.

 This policy was created to comply with CPSL Pa. Code § 3270.32(a), § 3280.32(a), and § 3290.32(a), which states that all DHS licensed Childcare programs must have a policy on file to identify, recognize, prevent and report SBS/AHT incidents

 **Medication**

Prescription and non-prescription medication will ONLY be administered with a completed medication form. All medication must be labeled with the child’s name and expiration date. A medication log is required for all OTC medication and prescription medication.

**Immunizations**

All children must be immunized prior to enrollment and during enrollment. Children have 30 days from the start date to return a child health assessment from their pediatrician or family physician. Failure to do so will result in suspension until the form is returned. Tuition is expected to be paid during suspension or care will be terminated. Children are not permitted to return to care the day of receiving immunizations.

Families who opt out of immunizations (including influenza), must provide a handwritten letter of decline annually to Busy Bees.

**Health Care Consults**

At the minimum of 2 times a year, Busy Bees will arrange for visits from various health care professionals. Such visits may include eye screenings, dentist, pediatricians etc. The participation in these events will be of no charge to the parents and will be voluntary. Parents are invited to attend all visits.

 **Toys/Items From Home**

Unless requested, the only toys brought from home should be for naptime. Absolutely no jewelry containing beads or anything that proposes a choking hazard may be brought in to the facility.

 **Supplies**

Parents are responsible for providing the following items to Busy Bees for the benefit of their child:

Special dietary foods/breast milk/formula/baby food

Changes of clothing

Sleep time friend

Sunscreen (SPF 30 or higher) Parents are encouraged to apply sunscreen prior to arriving.

Diapers/wipes (only commercially available disposable diapers/pull ups may be used at Busy Bees unless the child has a documented medical reason that does not permit their use. If cloth diapers are mandated by a physician, families must provide a container for storage of soiled cloth diapers)

**Pets**

Busy Bees may introduce children to a class pet. Pets and visiting animals that are brought into the facility will be carefully considered for their temperament, health risks, and appropriateness for young children. No animal may be brought into Busy Bees without first notifying a staff member.

**Arrival/Departure:**

Children must be accompanied by an adult when entering/departing the facility. Families will use the Procare system to “clock” their child in/out for the day.

To facilitate an easy transition and help the child through this anxious time, it is helpful to speak with the provider to develop a plan that works for everyone. Our staff is dedicated to best meet the needs of your child throughout the day. If a child is unsettled to the arrival routine after a reasonable period of time, we will discuss with the family other options to assist with a smoother transition.

Arrivals/Pickups during nap time should be avoided when possible. If an emergency is present, please text/call the provider to allow us time to remove the child without disruption to the other children.

At the time of “sign out” parents resume responsibility for their child. Children are not permitted to roam freely throughout the property as proper supervision is not available.

 **Separation/Divorce:**

Unless Busy Bees has a court order on file, all children MUST AND WILL be released to a parent.

 **Prior to Start Date:**

 Prior to the enrollment date, Busy Bees must have on file the following items:

\* Agreement

\* Emergency Contact

\* Child Health Assessment (due within 30 days of enrollment)

 **Updating Enrollment Records**

Busy Bees will complete an audit of enrollment record every year in January in June. At the conclusion of this audit, families will be notified if anything needs to be updated. Signatures are typically required. Some forms must be updated every 6 months, including Emergency Contact and Agreement forms.

Other records must be updated throughout the year, such as physical and immunization records. When visiting your child’s pediatrician for a yearly “well check”, please request a copy of the Child Health Assessment to have the physician complete.

 **Authorization for Release**

To ensure the safety of the children in care only the parent or individuals designated by the parent may pick up a child. Under no circumstances will the child be released to an unauthorized individual.

The parent must notify Busy Bees in advance in writing if someone other than the parent or authorized person will pick up the child. We will request a photo ID for verification. Should a parent/authorized pick up arrive intoxicated, we will contact local police and/or someone from the emergency contact list. We will make every effort to delay the impaired for as long as possible.

 **Birthdays and Celebrations:**

We will gladly help your child celebrate their birthday. You are welcome to send a treat, but we ask that you inquire as to allergies prior to making your selection.

Busy Bees celebrates most federal/religious holidays including Christmas, Easter, Halloween, St Patrick’s Day, Valentine’s Day. A party is typically scheduled, and details will be located in your monthly newsletter. A member of the BBPG will reach out to parents for supplies needed.

**Accident/Injuries:**

Busy Bees will inform parents of any accidents or injuries that occur to their child at Busy Bees by using the Procare App as well as verbal communication. An accident/illness/injury log is kept on file for staff to review monthly. The review of our log is beneficial in establishing an action plan to keep your child safe.

Busy Bees will not be held liable for accidents or injuries to a child while he or she is in daycare, on a field trip or while he or she is being transported to and from care.

 **Jewelry**

Children are not permitted to wear jewelry of any kind. Parents should remove any type of jewelry on their child prior to arriving. This includes teething necklaces.

 **Firearm and Weapons**

Busy Bees prohibits anyone entering the facility to carry any form of firearm, weapon, or ammunition. Violation of this policy will be grounds for termination.

 **No Smoking Zone**

Busy Bees is a smoke free environment. Secondhand smoking is one the leading causes to many health problems in infant and children, including asthma and respiratory infections. Please always refrain from smoking on the premises or the parking lot. Parents are asked to dispose of their cigarettes/cigars before entering the parking lot of the daycare.

**Threats**

Threats of any sort are prohibited and will not be tolerated. Families are responsible for and should always be in control of their behavior. All threats of any kind will be reported to the appropriate authorities.

**Community Resources Centre County**

Central PA Community Action

109 W. Bishop Street

Bellefonte PA 16823

(814) 355-7501

Centre Safe (formerly Women’s Resource Center)

122 N. Allegheny Street

Bellefonte PA 1683

(814) 355-6477

Centre County Youth Services Bureau

325 W Aaron Dr

State College PA 16803

(814)234-2632

Centre County Mental Health/Intellectual Disabilities/Early Intervention

3500 E College Ave #1200

State College PA 16801

(814) 355-6786

Arc of Centre County

1840 N Atherton St

State College PA 16803

(814) 238-1444

Early Learning Resource Center

2565 Park Center Blvd #100

State College PA 16801

(814) 231-1352

 BUSY BEES DAILY SCHEDULE

7:00 AM Arrival/Breakfast #1/Child Driven Play

8:00 AM Breakfast #2/ Clean up/ Potty/ Diapers

8:30 AM Circle Time/ Curriculum (music, art, stem)

9:00 AM Outside Play/Wash Hands/Adult Guided Play

10:30 AM Potty/Diapers/ Prep Lunch/ Prep naptime

11:00 AM Lunch/ Clean up

11:30 AM Quiet time/Naptime

1:30 PM Potty/ Diapers/ Wash Hands

2-4:00 PM Outside Play/Child Guided Play/STEM

2:30 PM School Children Arrive/PM Snack

4:00 PM Free Play/Clean Up/Prep for Departure

The staff work cooperatively to create a daily schedule and plan activities that meet each child’s developmental abilities and needs. The daily schedule and activities creates balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and staff-directed activities.

Consistency from day to day is particularly important to the overall well being of the children and environment. Children thrive on consistency. Routines will be maintained whenever possible for arrival and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

**ATTACHMENT 1 – CONTINUITY OF OPERATIONS**

 In the event of an Emergency situation, Busy Bees Natural Learning Center, formerly known as Busy Bees Daycare, would immediately evaluate if we would need to relocate to the residential portion of the home, relocate to an Emergency Temporary Location, or if we would need to Temporarily Close. The facility carries an insurance policy for both their home and for the childcare to assist in emergency situations.

**Relocate to the residential portion of the facility:**

 • This situation would allow for the facility to remain open at the same address for the convenience of the clients. Records would be moved, and operations would resume as normal, just in a separate portion of the Group Childcare Home.

 • This would be an option if there was damage solely to the childcare portion of the facility. Examples would include water damage from a large storm, fire, infestation.

 • The Owner/Operator would determine if the damage was minimal for individual clean up or if an insurance claim would need to be filed to assist in repairs.

• In this situation, the clients would still pay their tuition and there would be no financial burden.

 **Relocate to an Emergency Temporary Location:** • This situation would begin with one or two closure day(s) to assess damage, speak with an insurance company, and speak with DHS about relocation to a temporary facility.

 • Business would resume the next day. Clients would still be responsible for their full tuition, therefore there would be zero impact financially on the childcare.

 • During the closure day, toys, napping equipment, First Aid Kit, Diapers, Wipes, and Child Files/Emergency Management Documents would be taken to the Emergency Facility.

 • The repairs to the facility would be completed quickly (within a two-week time period) allowing business to flow seamlessly.

**Temporary Closure of the Daycare Facility:**

• In the event of a Major Catastrophe, the facility would immediately contact all clients and the DHS office and let them know that the facility will need to temporarily close.

• The provider would assist in reaching out to other providers to find alternate care for clients. The provider would understand that this may mean that clients will not return once the facility reopens.

 • The provider would reach out to their Insurance Company in assistance for temporary income loss, facility loss of use, and repairs.

• When repairs are completed, the Provider would reach out to all previous clients prior to interviewing new clients.

• All vital records (both child, staff and business) will be protected and backed up electronically, as deemed necessary.

• All Important paper records will be property protected from fire and water damage.

 • In an emergency situation, a back-up caregiver will be utilized as needed.

 • A list of other childcare sites will be distributed to parents, if Busy Bees Natural Learning Center is no longer functional.

 • A thoroughly documented list of all equipment, furnishings, supplies will be kept in a safe location, to be referred to in an event of an emergency.

• Pictures and videos of important items will also be taken.

 • The property has liability insurance. The physical building has insurance as well, in the event of a fire or other disaster.

**Emergency Food and Water in Place**

 • A minimum of 3-7 days supply of food (dry goods and canned goods) and water will be stored at the day care. The dates will be checked and rotated at the end of each month to coincide with the fire drills.

 **The Event of Epidemic or Breakout**

• Daily health and temperature checks are done as each child arrives and logged.

 • Tracking of child’s symptoms and excluding children who have signs of illness/disease until they are cleared by a Doctor.