

# EARLY LEARNING

Busy Bees Preschool  
at DARREN PATTERSON CHRISTIAN ACADEMY

# FAMILY HANDBOOK

*REVISED JANUARY 2022*



<b>LOCATION</b> 605 S San Juan Ave, PO 1243 Buena Vista, Colorado 81211	<b>HOURS</b> Tuesday – Friday 7:45 – 3:30	<b>CONTACT</b> Phone: 719.395.6046 Fax: 719.395.2055
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Dear Busy Bees' Parents,

It is a great privilege for Busy Bees Preschool to serve your family. Children are a precious gift from God and we are honored to be a part of the investment you are making in your child's life and future by allowing him/her to participate in our school. We solicit your prayers and support as we know we share the same goals. Your dedication and involvement are deeply appreciated.

This revised Parent Handbook will help you to understand some of the policies of our school. It is easily accessible on our webpage at [www.dpcaweb.org](http://www.dpcaweb.org)

Busy Bees Preschool is a licensed preschool located at 605 S. San Juan in Buena Vista, Colorado. We are governed and supported by the Darren Patterson Christian Academy. A copy of the Minimum Standards for Colorado Child Care Centers is kept on file in the preschool office. If you wish to examine them, please ask the Director. A copy of our latest inspections is also available for review. Busy Bees Preschool admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded students at this school.

Once again, we thank you and pray that the time we spend together will be enriching to you and to your child.

Sincerely,

Roberta Rodriguez  
Director

## OUR PHILOSOPHY

Children are a gift from God assigned to us. It is our desire that the Busy Bees environment and curriculum would be a safe, enriching, and fun place for children to explore, experience, and get excited about the awesome world God made. We involve the whole child through sensory, isphysical, fine motor, musical, verbal activities, and more! Within our program, there are realistic expectations, energy, and LOVE ... lots of love. We stress kindness, independence and foundations for life, (academic, non- academic, and Biblical). It is our intention that students will be exposed to new vocabulary through a curriculum that is rich in language and literature. We encourage students to engage in new activities while being challenged and supported at their own ability level. New experiences and materials will be presented but we will also include old favorites as well! We try to teach by example allowing the students to see what God's love looks like in personal relationships and daily encounters. It is our goal to create an excitement for learning that will remain with our students for a lifetime.

# OUR PURPOSE

Busy Bees Preschool equips preschool students for excellence in Christian life and service by providing a nurturing, distinctively Christian school environment that emphasizes knowing Christ, imitating His character, and integrating the Bible in life while learning and mastering academic knowledge and skills. The uniqueness of each child is honored and encouraged.

## GET TO KNOW DPCA/BUSY BEES PRESCHOOL

*Darren Patterson Christian Academy (DPCA) is a PreK-8th, Christ-centered Expeditionary Learning school that has been serving students in Chaffee County since 1982.*

### OUR MISSION

Busy Bees Preschool/Darren Patterson Christian Academy guides students in knowledge, character, and faith to discover an authentic love of learning and a life of opportunity.

### STAFF VALUES

In order for the school's mission to be translated from words into reality, we are committed as a team to modeling the following behaviors in ways that consistently cultivate a joyful, welcoming, Christ-centered culture:

*LEADERS IN LEARNING* | As educators, our staff model a love of learning for their students not only by continuing to pursue professional development opportunities, but by remaining willing to grow and change in order to best serve their students.

*MOTIVATED BY LOVE* | All the ways our staff serve parents, their children, each other, and our local community are authentically characterized by love, so that our actions may be an indicator of Christ's work in our hearts.

*BUILDERS OF COMMUNITY* | Our staff is focused on developing personal relationships with students, a positive school culture, and a supportive work environment in order to unify our learning community and best serve the broader community of Chaffee County.

## PURPOSE OF HANDBOOK

Because of the primary role of the family in a child's education, Busy Bees Preschool believes that partnership is paramount. The school's role is to aid the parent in the overall education of the children that God has given them.

Therefore, the design and content of this Parent/Student Handbook has a fourfold purpose:

1. To invite and encourage parents to play an active role in their child's education by understanding why Busy Bees operates the way it does, by getting involved in every way possible, and by cooperating with Busy Bees to provide the best Christian education available.
2. To inspire parents to see and understand potential developments in their child's life because of a God-centered education.
3. To instruct parents on how our philosophy, purpose, values, programs, and policies all work together. We attempt to do nothing haphazardly; we aim at unity, consistency and integrity in all that we do.
4. To inform parents on what they need to know regarding the details of their student's education.

Busy Bees Preschool reserves the right to interpret the content of this handbook, including the rules and regulations governing the academic and non-academic conduct of students. This handbook is not a contract, nor is it intended to be so construed. Busy Bees Preschool reserves the right to modify and/or amend the content of this handbook at any time during the year. If any written modification or amendment is made to this handbook, a copy of such modification or amendment will be distributed to students and parents.

## WHAT MAKES DPCA/BUSY BEES DIFFERENT?

**We are distinctly Christ-centered.** While not affiliated with any church or denomination, the culture, curriculum, and staff of Busy Bees Preschool are centered on a Biblical worldview. Staff affirm the Statement of Faith found at the end of the handbook and on our website. Our school is a member of the Association of Christian Schools International (ACSI). However, you don't have to be a Believer to join our learning community. We welcome students of all beliefs and backgrounds to experience the joy of learning at Busy Bees.

**We are an Expeditionary Learning school,** which means our teachers are trained in the most engaging teaching practices for today's students and that we embark on academic and outdoor expeditions together throughout the year. Our academic expeditions are interdisciplinary and incorporate community experts, off-site fieldwork, and culminate a final product that demonstrates their learning while benefitting others in the community. Our outdoor expeditions center around adventure activities as a way to emphasize character formation, spiritual development, and introduce students to technical outdoor skills.

**We care about who students are becoming, not just what they know.** Alongside rigorous academics, we emphasize character and spiritual development in order to form and inform people with the knowledge, character, and skills to become agents of good in their communities. To this end, our staff and school culture carry a Biblical perspective while welcoming students of all faiths.

**Community is central to our curriculum.** Often, students venture out into the community to learn from experts, or we invite knowledgeable community members into the classroom in order to connect learning to real life. Fieldwork, community collaboration, and flexible classroom spaces are a norm here, as is presenting to the public. When students have an authentic audience the quality of their work grows.

**Adventure deepens our learning** with a focus on character development, spiritual formation, and teaching technical outdoor skills. Although outdoor expeditions do not have academic objectives, teachers say they see students return to class with mindsets such as increased confidence, ability to persevere through challenge, and greater awareness that enables them to learn better.

**We are a staff-student-parent team.** We encourage every member of our team to participate in the learning process by being actively engaged, openly sharing feedback and perspectives, and taking responsibility for their part in the learning process as we all grow, learn, support, and celebrate each other.

School leaders, teachers, students, and families work together to model academic courage and create a culture of respect, responsibility, and joy in learning.

## GENERAL

### **ENROLLMENT PROCESS**

Busy Bees Preschool is open to students 2.5 years (30 months) of age through age 5. We accept applications throughout the year. Enrollment decisions are influenced by the availability of slots. Upon submission of a completed application, we will schedule an interview with you. Tours are also available upon request.

ALL students must have the required documentation submitted to the school, including; completed enrollment form, up-to-date immunization record (or exemption forms), and up-to-date Well Child Check (signed and dated by doctor). If your student's Well Child Check appointment is scheduled for a later date, please advise the office of that date for the student's file. For more detail on the requirements related to these items, please see section on Immunizations & Wellness Checks towards the end of this handbook.

### **SCHOOL HOURS & SCHEDULE**

Please see our website for the most up-to-date hours and scheduling options. Our school calendar, also found on the website, lists school closures including Holidays.

We are in session Tuesday – Friday from 7:45am - 3:30pm. Morning class only students are released at 11:45am.

School doors open at 7:30 am and close at 3:30pm (unless morning class only student).

Teachers will remain with any students who have not yet been picked up. Staff will refer to the log in / log out form to ensure that all children that attended preschool that day have been picked up and checked out. They will also sweep the premises to verify no child remains at the preschool. If parents/guardians have not picked up their student by 3:45, they will be contacted directly. Late fees will be charged after 3:45pm. If parents/guardians cannot be reached, emergency contact will be contacted next. If we are unable to reach anyone by 4:00pm, local authorities will be contacted.

Visit our website to download a copy of the school calendar. Please call the office, or contact the student's teacher, to obtain a copy of class schedules.

### **ATTENDANCE & ABSENCES**

There is a direct relationship between academic success and school attendance. In order to maximize the benefits that a student can obtain from school, it is essential to attend regularly.

- Parents, if an unexpected absence occurs, call the office (719.395.6046) to inform the school as soon as possible of your child's absence. You can also leave a message on the school phone line or send an email to [office@dpcaweb.org](mailto:office@dpcaweb.org)
- If absence is planned, please communicate with your student's teacher so that they can fill out a Pre-Planned Absence form for your student in advance.

- Upon arrival at the school, parent/guardian will be asked to sign in their student. Upon leaving the school, parent/guardian will be asked to sign out their student. Sign-in lists are maintained and checked on a daily basis by staff in each classroom.
- Once your student has arrived on the school property, your student will be monitored by adult supervision at all times.
- Once all students have arrived in the building for that day, staff will count the number of students in attendance, document the number of students in attendance, and will post the number of students in attendance in a visible area in the classroom.
- Late Arrival – It is important to the flow of the classroom as well as the comfort of your child to be on time. If your child will be late or you will be picking up your child early, please notify the Teacher or Director. If your child arrives late and their class is away from the building, parents may either transport their child to the activity or decide to take their child home. If the parent chooses to transport their child to the activity, the class will be contacted in order to add the child to the attendance list.

## **CHILD TO TEACHER RATIO**

As per the Colorado State Licenses we maintain the following ratios:

Ages 2.5 to 3, 1 teacher per 8 children

Ages 3 to 6, 1 teacher per 10 children

Mixed ages 2.5 to 6, 1 teacher per 10 children

### **Continuity Care**

Where possible, children stay with the same primary teacher and same peer group for more than one year.

### **Children with special needs / learning delays**

Any child that has special needs or a suspected learning delay is referred to Child Find. There the child will be assessed and potentially receive free services through the public school. If a family wishes to have the child in our center we will work to partner with the family's choice for services to potentially come into the building to work with the child.

### **Child Find Coordinator:**

Dione Morgan 719-9669149; Fax 719-395-7013

P.O. Box 2027, Buena Vista, CO 81211

## **SNOW DAYS**

- Busy Bees will close for inclement weather at the discretion of our Head of School or when the Buena Vista Public Schools close for snow.
- The school will contact families using REMIND to inform them about school cancellations due to inclement weather. This system sends both a text and email.
- REMIND will be set up by the Office Manager and an email link will be sent to you within the first 30 days of school.
- Announcement of school closure will also be posted on Facebook and Instagram.

## **DAILY PROGRAM**

A carefully planned experiential faith-based curriculum is offered to assist your child in the learning process. The curriculum includes varied activities of play, physical education, reading readiness, music, devotions, creative art, nutrition development, and exposure to quality age appropriate children's literature, all of which help to lay the foundation for healthy (physical, mental, spiritual, and emotional) development of the whole child. When possible, children will stay with the same primary teacher and same peer group for more than one year.

## **WHAT TO WEAR TO SCHOOL**

It is recommended that students dress in casual play clothes and non-skid shoes. We use markers, paints, and other materials that could potentially cause damage to clothing. Please choose clothing that is easy for your child to take on and off for independence in the bathrooms. We go outside as much as weather permits. Please send children with hat, gloves, winter coat, and snowsuits/pants.

## **WHAT TO BRING TO SCHOOL**

Parents are asked to leave their children's toys and money at home. If children bring personal items to school, they are put in the child's cubby until the end of the day. Please include a change of clothes with your child's belongings, just in case. The preschool is not responsible for damage to personal property or lost articles. Exceptions to these rules may be made between the teacher and the parent in consultation with the Director.

## **TELEVISION AND VIDEO VIEWING**

We do not watch television at school. Occasionally we will watch a short video presentation to enhance a topic we are studying. Parents must sign a permission slip allowing their children to participate in these video lessons. The videos will be previewed by the staff and will be appropriate to the interest area we are studying.

## **SNACKS / LUNCH**

Please inform the school of any known allergies or sensitivities. We will provide you with the appropriate form to complete so that we can still offer snacks for your child with allergies, or you may choose to provide your own snack. Please discuss any concerns with the Director or lead teacher.

**Snack:** Parents provide a nutritious snack for their child labeled snack a.m. and/or p.m. Please be aware of classroom food allergies. If you're unsure, please ask us.

**Lunches:** Parents, please send lunches to the school with your child. Please be aware of any classroom food allergies. If you're unsure, please ask us. Please also ensure that your child comes with a nutritious lunch and that the child understands that they should not share their lunch with others.

**Celebrations:** When your child has a birthday, we want to celebrate and make them feel special, because they are. However, due to some severe allergies AND our licensing regulations, we need to abide by certain guidelines as to what you may bring for a special snack on your child's special celebration day, it provides a list of items you and your child can choose from. ***Please ONLY choose items from this list (no homemade items, no nuts or items manufactured in a nut facility, no sweetened drinks):***

#### Fruits/Vegetables

Any fresh fruit  
Dried fruit (raisins, craisins, banana chips)  
Canned/individual applesauce or fruit/fruit cups  
Fresh vegetables  
Zee Zees Applesauce – Birthday Cake, Rock'n Blue Raspberry, Strawberry Banana, Super Sour Apple  
Unsweetened Cinnamon, Unsweetened Mango Peach  
Zee Zees Pearsauce – Unsweetened Pearsauce  
Enjoy Life Plentils Crunchy Lentil Chips [GF,] – Dill & Sour Cream, Garlic & Parmesan, Margherita Pizza, SeaSalt,  
Good Health Natural Foods – Veggie Chips, Veggie Stix, Pizza Veggie Stix  
Pirate's Booty Veggie  
Good Natured Selects Baked Vegetable Crisps – Plain, Ranch Flavored  
Popchips [GF,] – barbeque potato, cheddar & sour cream potato, hint of olive oil veggie, sea salt & vinegar potato, sea salt potato, sea salt veggie, sour cream & onion potato, sweet potato  
UNSWEETENED Apple Juice

#### Cheese/Dairy

String cheese  
Kraft Handi-snacks with cheese (Please avoid other types of pre-packaged cheese and cracker sandwiches, as most contain nuts/traces of nuts)  
Yoplait brand Gogurt

#### Crackers/Snack Items

Triscuits, Wheat Thins, Vegetable Thins  
Ritz Crackers/dinosaurs/sticks (NOT Ritz Bits or Sandwiches)  
Ritz Crackerfuls (Classic cheddar, Four Cheese)  
Town House, Club  
Annie's Bunnies  
Remy's Grahams – Cinnamon, Honey  
Zee Zees Grahamz – Birthday Cake, Original, Strawberry Cinnamon Grahams – Plain, Low Fat  
Nabisco Grahams – Original  
Nabisco Honey Maid – Honey, Low Fat Honey, Cinnamon, Low Fat Cinnamon, Fresh Stacks  
ShopRite – Sugar Honey Grahams, Sugar Honey Grahams Low Fat,  
Teddy Grahams – Cinnamon, Honey, Chocolatey Chip, MiniTeddy Grahams or Teddy Graham Character Brand  
Animal Crackers (Austin Zoo, Barnum)  
Vanilla Wafers  
Kix Cereal  
New Nabisco 100 Calorie Packs – Yogurt Flavored Pretzels  
Lenders or Thomas Brand bagels  
The Greater Knead Bagels– Cinnamon Raisin, Everything, Plain  
Canyon Bakehouse Bagels [GF] – Blueberry, Cinnamon Raisin, Deli White, Everything, Plain

Ozery Bakery Morning Rounds – Apple Cinnamon, Banana Cocoa, Cinnamon & Raisin, Cranberry Orange, Date & Chia, Muesli  
 Ozery Bakery Snacking Rounds – Apple Cinnamon, Cherry Cocoa, Muesli, Cranberry Orange  
 Pretzels – Herr's, Utz, Pretzel Pete, Bachman, and Rold Gold  
 Nutrigrain Bars  
 Special K Bars (NOT Honey Nut)  
 Special K Snack Bites  
 88 Acres Craft Seed Bar [GF] – Apple Ginger, Dark Chocolate & Sea Salt, Oats & Cinnamon, Triple Berry  
 Enjoy Life Baked Chewy Bars [GF] – Caramel Apple, Caramel Blondie, Carrot Cake, Lemon Blueberry Poppy Seed, SunSeed Crunch  
 Enjoy Life Grain & Seed Bars [GF] – Banana Caramel, Banana Caramel Single-Serve, Cranberry Orange, Maple Sweet Potato  
 Enjoy Life Protein Bites [GF] – Cinnamon Spice, Dark Raspberry, Dipped Banana, SunSeed Butter  
 INBalance Health INBar [GF] – Cherry Chocolate, Chocolate Butter Crunch, Chocolate Mint, Cinnamon Swirl, Strawberry Banana  
 MadeGood Granola Bars [GF] – Apple Cinnamon, Chocolate Banana, Chocolate Chip, Mixed Berry  
 MadeGood Granola Minis [GF] – Apple Cinnamon, Chocolate Banana, Chocolate Chip, Strawberry  
 ZEGO Fruit + Chia Bars [GF] – Blueberry, Raspberry, Strawberry  
 ZEGO Just Fruit Bars [GF] – Blueberry, Cherry, Pear, Raspberry, Strawberry  
 ZEGO Organic Seed + Fruit Bar [GF] – Apple Cinnamon, Lemon Ginger, Sunflower Date  
 ZEGO Organic Seed + Fruit Mix-Ins [GF] – Apple Cinnamon, Cranberry  
 Don't Go Nuts Snack Bar [GF] – Blueberry Blast, Boogie Board Bash, Gorilla Power, Lift Service, Whitewater Chomp  
 Appleways Simply Wholesome Soft Oatmeal Bars – Apple, Blueberry Pomegranate, Chocolate Chip, Strawberry  
 Somersault Crunchy Sunflower Seed Bites – Cinnamon, Dutch Cocoa, Salt & Pepper, Sea Salt  
 Zee Zees Nutrition Bars – Berry Apple Crisp, Cinnamon Crisp, Oatmeal Cocoa Chip, Strawberry Crisp  
 Fig Newtons  
 Rice Cakes (NOT Quaker Brand)  
 Quaker Quakes (mini rice cakes)/Mini Delights (all flavors)  
 MadeGood Crispy Squares [GF] – Chocolate Chip, Vanilla  
 Safely Delicious Bites – Classic (Semi-Sweet Chocolate), Lemony (Organic White Chocolate & Lemon), Minty (Dark Chocolate & Organic Peppermint Candy), Raspberry (Dark Chocolate & Raspberry)  
 Lundberg Organic Rice Cakes – Rice with Popcorn, Brown Rice, Mochi Sweet, Sweet Green Tea  
 Luke's Organic Cheddar Clouds [GF] – White Cheddar Cheese  
 Luke's Organic Multigrain Cheddar Cheese Snacks [GF] – Cheddar Lightening Bolts,  
 Utz Cheese Balls – Plain  
 Utz Cheese Curls – Plain, White Cheddar  
 Wise Cheez Doodles – Bacon Cheddar (Met's Puffed Baseballs), Cheese (Crunchy), Cheese (Mix), Cheese (Puffed Balls), Cheese (Puffed), White Cheddar (Met's Puffed Baseballs), White Cheddar (Puffed)  
 Appleways Simply Wholesome Crispy Crackers – Cheddar Cheese  
 Cheetos – Puffs, Puffs Honey BBQ, Crunchy, Baked  
 Kurly Kurls  
 Kurly Go Rounds  
 Original Tings Crunchy Corn Sticks  
 Pirate's Booty – Aged White Cheddar, Sour Cream & Onion, New York Pizza  
 Smart Puffs  
 Sage Valley – White Cheddar Puffs

### **Frozen Treats**

Dole Fruit Bars – Variety 12 Pack (Strawberry, Grape, Raspberry)  
 Marino's Italian Ice – 12 Pack Varieties: Blue, Bubble Gum, Cherry, Chocolate, Cola, Grape, Lemon, Lime, Mango, Orange, Pineapple, Rainbow, Strawberry, Tropical, Watermelon  
 Minute Maid Juice Bars – 12 Pack Varieties: Cherry, Grape, Orange  
 Breyers Pure Fruit Bars – 12 Pack (Strawberry, Orange, Raspberry)  
 Yoplait Brand Gogurt

## **OUTSIDE PLAY**

We go outside everyday if weather permits. Please remember to send boots, hats, snow pants, and mittens for our winter play days. It is recommended that students have a hoodie or sweater in their cubby for chilly days inside. We discourage bare or stocking feet in the classroom. We will be following the Weather Guidelines for Children by the Federal Department of Health & Human Services.

When a class leaves the classroom/building, the teachers will carry an updated daily list with them and will post specifics on where the classroom is. When children leave the classroom/building for any reason they are in the company of a staff person or a parent/guardian (in the event of pickup).

For child safety, before going outside, children are counted. When returning indoors, students are counted as they line up to go inside. When back in the classroom, teachers will complete another head count. There will always be teacher/child ratios compliant with Licensing guidelines, with two teachers always present outside including at lineup.

## **USE OF SUNSCREEN**

If desired, parents should apply sunscreen to their child's exposed skin before they come to Busy Bees. When signing in your child, please note on the sign-in sheet if sunscreen has already been applied. If you wish us to apply sunscreen as needed, please submit a completed Sunscreen form included in your enrollment packet.

## **TRANSPORTATION / FIELD TRIPS**

We do not provide transportation. Parents will sign a transportation form upon enrollment for emergency purposes only. We occasionally take walking field trips. All students need to have a signed permission slip, including the general form contained within the Enrollment packet that will cover all walking field trips. Your prior permission will be secured before leaving the school campus. In addition to giving you notice, we will also post details of the trip on the school door.

Before a class leaves the school building, the teacher(s) will contact the main office and let them know where they are going, for how long they will be gone, and a cell number where they can be reached. The teacher(s) will also carry a walkie-talkie while out of the school building that is connected to the main school office (DPCA). Finally, the teacher(s) will carry the daily sign-in sheet list as well as the students' emergency contact information.

While on a field trip:

- staff will take frequent head counts and roll calls;
- staff will carry a first aid kit, water, and snack (if needed);
- two (2) adults will be present during a walking field trip, at least one of which will be a staff member;

Every time the students leave the building, the teacher(s) will do a headcount. The teacher(s) will do another headcount as students re-enter the building. The teacher will not take their students inside the building if they are not all accounted for.

If your child will be arriving late on a field trip day, please call 719-395-6046 (DPCA) by 8:00 am to notify us.

## **STUDENT PHOTO PERMISSIONS**

Often, we take photos of students working on projects, during assemblies/chapel time, on fieldwork expeditions, etc. These photos are placed on our website and social media, most often without identifying information like first and last names. If you would like to opt out of this and request that photos of your child are not posted, please fill out the correct information in the enrollment packet. It can also be requested at the front office.

## FAMILY INVOLVEMENT

We invite, and strongly encourage, parents and students to be active crew members with us, rather than passengers. We want to hear parents' perceptions about their children and their experiences at Busy Bees. We expect parents to check in with their children's teachers and to be interested in their learning. We want parent feedback about our expeditions and our culture. We expect our students to be responsible for their own learning. Our teachers do not pour knowledge into passive students. Within this context, we expect students to explore, wonder, hypothesize, create, and discuss their ideas about the world. This is hard work. We expect every member of the team to actively participate in the learning experience. One of the shared values of Busy Bees is a high level of parental involvement to ensure our success and growth.

## VOLUNTEERS

At Busy Bees, we welcome volunteers as a source of special skills and the much-needed extra hands in the classroom. Volunteers are very much appreciated for the support they extend to teachers. All volunteers, including parents, must follow board policy regarding non-supervised contact with students and are required to undergo a full background checks (including CBI, FBI, and Trails). In addition, in order to protect students, staff members, and volunteers, adults and students are restricted from being in a secluded area. For example, if a student and teacher meet one-on-one, then the classroom door is open and they will be seated in a visible area to the outside hallway. Please check with the office if you have any questions.

Our expectation is that parents commit to volunteer for the school each semester. Here are a few examples of how you can volunteer:

- School set-up and care
- Teacher support
- Project preparation
- Fieldwork transportation

- Classroom involvement
- School-wide activities and committees
- Building and grounds upkeep
- Fundraising involvement
- Office / clerical work

## COMMUNICATION

Communication is of great importance to us and we will always do our best to communicate upcoming events, volunteer needs, and class information clearly and consistently. There are several ways we share information with our families about what's happening in classrooms and in our school community.

*It is very important that the school office have your current contact information for all students. If any contact information changes during the school year, it is the parent's responsibility to notify the school office of the changes.*

### STAY IN THE KNOW

- **ClassTag.** Individual class communication, as well as any emergency notices (eg. Snow Days, etc.).
- **Regular Emails.** Announcements and reminders will come from the Office Manager ([l.graff@dpcaweb.org](mailto:l.graff@dpcaweb.org)) or the Director ([rodriguez\\_r@dpcaweb.org](mailto:rodriguez_r@dpcaweb.org)).
- **Remind Texts.** Parents and guardians are invited (through a link that will be emailed to you) to signed up for these texts in order to communicate the occasional SNOW DAY and any other urgent matters. We will also use this to communicate any Lockdowns and/or Lockouts that may be in effect.
- **Quarterly Newsletter.** Sign-up through our website ([www.dpcaweb.org](http://www.dpcaweb.org)) to be on the email list to receive this automatically. You'll also find a copy of the newsletter on our website.
- **Social Media.** Follow us on Facebook and Instagram to see more of what learning looks like day-to-day, read helpful articles, and connect with other parents.
- **New Family Orientation.** The week before school starts, we host an information night for families who are new to the school in order to help prepare students and educate parents.
- **Head of School.** When important matters arise, the Head of School will reach out to parents and guardians through phone calls and/or emails. The Head of School will also rely on the Office Manager to send out message on his/her behalf.

In the event of an emergency, please call the school at (719) 395-6046. If after school hours, please email [l.graff@dpcaweb.org](mailto:l.graff@dpcaweb.org) and someone will get back to you shortly (messages are sent to personal cell phones and are reviewed regularly).

## **PARENT TEACHER CONFERENCES**

Conferences provide teachers and families with the opportunity for an in-depth discussion of each child's development and adjustment to the program. These partnerships provide a time for families to share their observations of their children, ask questions, discuss their expectations, or express concerns and also offer opportunities to identify ways to improve the child's learning in the home and in school.

Procedure:

- 1) Parent Teacher Conferences events occur in the Winter and Spring. If an individual family wants to schedule a conference with a teacher, they can reach out individually with that teacher. Conferences are held at the preschool, in your child's classroom. Families will be signed up for a specific time slot. Teaching staff encourage families to attend with written reminders and phone calls when necessary.
- 4) Teachers prepare forms, information, and work samples ahead of time as needed using the data gathered.
- 5) Families are asked to give their input and ideas as part of the conference. Together, ideas for child development are created for at home, in school or for transitions.
- 6) Upon the request of a parent, a missed conference may be re-scheduled or conducted at any other time during the year.
- 7) The Lead teachers gather completed forms to the Director who looks over all forms, initials and places in the child's file.

## **TRANSITION TO KINDERGARTEN**

In the spring there will be a kindergarten day where the upcoming children and families will get to experience kindergarten. They will get to meet the teacher and see how kindergarten will be. There will be a parent night in the spring for families to get to know the vision of DPCA and meet their staff. A transition plan will be set in January with parents for kindergarten.

## **DISCIPLINE AND CONSEQUENCES**

Children need guidance as they learn to develop self-regulation, gain responsibility for their actions, and make choices that are acceptable. Teachers have primary responsibility for producing an environment in which these social and emotional skills are supported. Teachers are able to recognize when intervention is an appropriate measure or when child self-control can be developed. Teachers always model respect, composure, and conflict resolution. The child is also always respected. Teachers make an effort to speak with families to obtain their input on what techniques work best with their child. Volunteers have no responsibility or authority in discipline matters, except to prevent physical harm.

Classroom environment, daily schedule, lesson plans and curriculum all allow children the opportunity to develop social and emotional skills necessary for self-regulation and empathy. Children are supervised at all times and teachers monitor situations in order to make the most of learning experiences for each child. Expectations are made clear to children and positive behavior is acknowledged, negative behavior is guided toward a positive outcome. Through daily lessons in Second Step curriculum, we encourage strong social and emotional skills for each child.

When severe behavior concerns arise, teachers will work with families and staff to develop an individual behavior plan as a team.

We partner with Kid Connx. The Mental Health Referral procedure and reflective consultation can support teachers and/or parents through mental health concerns.

Our goal is to teach moral living, based on Christian values, not by fear and inhibition, but by helping children accept the consequences for their actions and clarifying situations, choices and consequences. In this way children can develop inner control and self-discipline growing toward healthy independence.

### **Suspensions and Expulsions**

Decisions to suspend or expel a student will be made as a matter of last resort. Those decisions will be made by the Director of Busy Bees taking into account the information provided by and recommendations of other staff members. Before any such action is taken, the Director will have a conversation with the student's parent(s) to hear their perspective and consider alternatives. The Director of Darren Patterson Christian Academy must be notified of any such decisions in advance of suspension or expulsion.

### **Withdrawal**

We consider each child enrolled for the entire school year. Please give us 2 weeks prior notice if it is necessary for you to withdraw your child from school. Upon being notified of such intentions, the Busy Bees director will contact the parents to request a conversation to understand the nature of the withdrawal and any information the parents wish to provide.

## **CONFLICT RESOLUTION**

- Please communicate any concerns, issues, or questions you have regarding your child's teacher, your child, another student, or another parent, with your child's teacher first. If necessary, the Director or other parents will be asked to engage in the conversation.
- Parents, for the safety of all of our students, refrain from approaching any children who are not your own directly with concerns or issues on school grounds. Please follow the above protocol.

Any community member has the right to submit a suggestion or complaint in reference to any staff member, policy, regulation, program, or procedure. In order to move in an orderly but expeditious manner, communication should begin at the lowest level (the person directly involved) and move to subsequent levels of supervision when resolution does not occur. If the matter cannot be resolved informally with the individual in question or the issue is too sensitive, then the subject of the matter should be put in an email or written letter and submitted to the individual's supervisor.

# HEALTH SERVICES

## **REQUIRED FORMS**

According to state law, each child shall have the following information on file at Busy Bees Preschool:

1. Registration/Personal Information Form
2. Emergency Information and Medical Release Form
3. Health Record (including Well Child Check) and Certificate of Immunizations (or exemption)
4. Other various forms included in the Enrollment package.

## **EMERGENCIES/FIRST AID**

Minor first aid will be administered by the school office, teachers, or the administrator.

Injuries will receive immediate first aid or, if more severe, the school will call 9-1-1.

We MUST have permission to treat your child (permission form is included in your enrollment package).

If your child needs to be given medicine during the school day, a permission slip must be completed (included in your enrollment package). If it is prescription medicine, your physician also needs to sign it.

Students may not carry medication on their person; parents must check all medications (including over-the-counter pain relievers) in at the office with clear instructions to administer.

## **MEDICATIONS**

If a child is required to have medication administered to them during the school day, a trained staff member will be assigned to the care and administration of that medication for that student. An Emergency Medical Treatment Authorization form (for Tylenol, Ibuprofen, and TUMS), and a Permission for Prescription Medication form (must be signed by doctor) are included in your Enrollment packet.

All medications must be in their original packaging, with labels, placed in a locked cabinet, and out-of-reach of children.

We do a training on Medication Administration for staff in care of children.

If we have a child with a specific medical need, we will contact the doctor and work with the parents and our nurse consultant for a plan for that child.

## **WASHING HABITS**

Each day, students are encouraged to wash their hands thoroughly before beginning class, before meals, after toileting, and coming in from outdoors.

## IMMUNIZATIONS & WELLNESS CHECKS

Please note, we do accept all children (immunized, under-immunized, and non-immunized) with accompanying up-to-date documentation. If required, you can obtain an Exemption form from the office.

This immunization schedule allows you to quickly determine if your child(ren) is/are up-to-date on immunizations for their grade. Select your child's age/grade level on the left and follow across the row to determine how many doses of each vaccination your child should have received before his/her current age/grade level. ( ) indicates how many doses are required.

Age: 2	MMR (1)	HB (3)	VAR (1)	DTP (4)	POLIO (3)
Age: 3	MMR (1)	HB (3)	VAR (1)	DTP (4)	POLIO (3)
Age: 4	MMR (1)	HB (3)	VAR (1)	DTP (4)	POLIO (3)
Kindergarten	MMR (2)	HB (3)	VAR (2)	DTP (5)	POLIO (4)

You have the right to exempt your child from these immunizations based on:

- Medical Exemption: must be signed by a physician stating that the immunizations would endanger your student's life or health.
- Religious Exemption: Parent or guardian must take on-line class and submit accompanying non-medical exemption form stating religious belief opposed to immunizations.
- Personal Exemption: Parent or guardian must take on-line class and submit accompanying non-medical exemption form stating personal belief opposed to immunizations.

**However**, in the event of an outbreak, exempted persons may be subject to exclusion from school and quarantined.

### More on Colorado requirements:

Before a child attends Busy Bees, parents must provide documentation of immunization status or exemption as required by Colorado Department of Public Health and Environment (CDPHE). Immunizations must be updated and recorded as specified on the certificate of immunization or alternate certificate of immunization as supplied and approved by the Colorado Department of Public Health and Environment (CDPHE). Colorado law requires proof of immunization be provided prior to or on the first day of attendance. Within thirty (30) calendar days after the first day of attendance, and within thirty (30) calendar days following the expiration date of a previous health statement, the parent(s)/guardian(s) of each child must submit a statement of the child's current health status or written verification of a scheduled appointment with a health care provider. The statement of the child's current health status must be signed and dated by a health care provider who has seen the child within the last twelve (12) months. The statement must include when the next visit is required by the health care provider. All health statements must be kept at the center. Health statements must be updated in accordance with the American Academy of Pediatrics recommended schedule for routine well child exams. Whenever the director has reason to suspect a child participating in the program may have a serious condition potentially communicable to the child or others or finds the child's general condition indicates the need for examination, the director

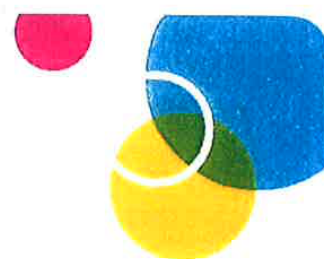
must require a statement from the child's health care provider approving the child to return to group care.

## ILLNESS



Children's Hospital Colorado

# IN CARE OF KIDS



### How Sick is Too Sick? Illness Policy for Parents

#### When to Keep Your Child at Home from School or Child Care

#### There are three main reasons to keep sick children at home:

1. Your child doesn't feel well enough to take part in normal activities. For example, your child is overly tired, fussy or won't stop crying.
2. Your child needs more care than teachers and staff can give while still caring for the other children.
3. The illness is on this list and staying home is recommended.

\*\*\*Remember, the best way to stop the spread of infection is through good hand washing.

Children with these symptoms or illness should be kept home (excluded) from school:	
Symptoms	Child Must Be at Home?
<b>Diarrhea</b> frequent, loose or watery stools (poop) compared to child's normal ones that aren't caused by food or medicine	<b>Yes</b> - if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea and is also throwing up; OR if child has diarrhea that cannot be contained in the diaper or the toilet.
<b>Fever</b> with behavior change or other illness. Babies who are 4 months or younger needs to see a doctor right away for a fever of 100°F or higher.	<b>Yes</b> - if the child also has a rash, sore throat, throwing up, diarrhea, behavior changes, stiff neck, OR difficulty breathing.
<b>"Flu-Like" Symptoms</b> Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, throwing up and diarrhea	<b>Yes</b> - for at least 24 hours after the fever is gone. The fever needs to be gone, without using medicine that reduces the fever (acetaminophen or ibuprofen).
<b>Coughing</b> <u>Note:</u> Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment	<b>Yes</b> - if the coughing is severe, Uncontrolled; OR your child has wheezing, rapid or trouble breathing and medical attention is needed.
<b>Mild Respiratory or Cold Symptoms</b> stuffy nose with clear drainage, sneezing, mild cough	<b>No</b> – your child may go to school if they able to take part in school activities. <i>Keep your child home if the symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</i>
<b>Rash</b>	<b>Yes</b> – Rash with fever. Call your doctor. Any rash that spreads quickly, has open, oozing wounds and/or is not healing should be checked by a doctor. <b>No</b> —Rash without fever. A body rash without a fever or behavior changes usually does not need to stay home from school. You can call your doctor for advice.
<b>Vomiting/Throwing Up</b> Throwing up two or more times in the past 24 hours	<b>Yes</b> - until throwing up stops or a doctor says it is not contagious. If your child has a recent head injury, watch for other signs of illness and for dehydration.

Illness	Child Must Be at Home?
<b>Chicken Pox</b>	<b>Yes</b> —until the blisters have dried and crusted (usually 6 days).
<b>Conjunctivitis</b> (pink eye) pink color of eye <i>and</i> thick yellow/green discharge	<b>No (bacterial or viral)</b> – children don't need to stay home unless the child has a fever or behavioral changes. Call your doctor for advice and possible treatment.
<b>Croup</b> (see Coughing)	Call your doctor for advice. <u>Note:</u> Your child may be able to go to school unless they are not well enough to take part in usual activities.
<b>Fifth's Disease</b>	<b>No</b> —child is no longer contagious once rash appears.
<b>Hand Foot and Mouth Disease</b> (Coxsackie virus)	<b>No</b> —unless the child has mouth sores, is drooling and isn't able to take part in usual activities.
Head Lice or Scabies	<b>Yes</b> —from end of the school day until after the first treatment.
<b>Hepatitis A</b>	<b>Yes</b> —until 1 week after the illness starts and when your child is able to take part in usual activities.
<b>Herpes</b>	<b>No, unless</b> —your child has open sores that can't be covered or your child is drooling nonstop.
<b>Impetigo</b>	<b>Yes</b> —your child needs to stay home until treatment has started.
<b>Ringworm</b>	<b>Yes</b> —from end of school until after your child starts treatment. Keep the area covered for the first 2 days.
<b>Roseola</b>	<b>No</b> —unless your child has a fever or behavior changes.
<b>RSV</b> (Respiratory Syncytial Virus)	<b>No</b> —your child can go to school unless they aren't well enough to take part in usual activities and/or they have trouble breathing. Call your doctor for advice.
<b>Strep Throat</b>	<b>Yes</b> —for 24 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner. Your child also needs to be able to take part in usual activities.
<b>Vaccine Preventable Diseases</b> Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	<b>Yes</b> —your child can return to school once the doctor says they are no longer contagious.
<b>Yeast Infections</b> including thrush or Candida diaper rash	<b>No</b> —follow good hand washing and hygiene practices.

Author: School of Health Team

Approved by Patient Education Committee

Valid through 2020

The information presented is intended for educational purposes only. It is not intended to take the place of your personal doctor's advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call or consultation or advice of your doctor or other health care provider.

childrenscolorado.org | Anschutz Medical Campus 13123 East 16<sup>th</sup> Avenue, Aurora, CO 80045 | 800-624-6553

To prevent the spread of sickness to others in the school community, it is very important that students who become ill stay at home until they are no longer contagious. Busy Bees has the following policies in place in order to help everyone in our school stay healthy:

1. Students may not attend school if, in the previous 24 hours, they have:
  - a. Had a fever greater than 99.5;
  - b. Vomited or had diarrhea;
  - c. Had flu symptoms including fever, cough or sore throat, fatigue or body aches;
  - d. Began taking a prescribed antibiotic for sickness; and/or
  - e. Been diagnosed, by a doctor or PA, as having any communicable disease.
2. Students may not attend school if, in the previous 12 hours, they have experienced:
  - a. Other symptoms such as a new sore throat, new cough, nasal discharge other than clear, rash or hives, or other symptoms indicating onset of illness.
3. Before returning to school, the student must be free of all the symptoms noted above for at least 24 hours.
4. If students become ill at school, parents will be notified to come to school and pick up the child.

The office staff at Busy Bees watch developing news concerning health issues during the school year, and will notify parents if the school will be taking any special actions to prevent the spread of disease, whether as recommended by public health officials, or as determined by Busy Bees staff. Such actions could include decisions to close school for a few days to combat a flu outbreak, for example, or to have certain students remain at home for their and others' protection.

School staff also work to teach students good prevention measures such as hand washing and surface cleaning. Parents can help as well by encouraging students to wash their hands regularly, avoid sharing drinking vessels or partially eaten food with others, promptly use tissues and dispose of them immediately, and to sneeze or cough into their elbows rather than their hands.

Busy Bees staff observe Universal Precautions for exposure to body fluids – students should report all bleeding, vomiting, etc. at school to a teacher or staff member, even if the incident seems minor.

## **TOILETING POLICY**

Busy Bees Preschool accepts children that are toilet trained, or in the process of toilet training. Toileting will be handled on an individual basis. Families will be expected to provide training pants and/or extra underwear and clothing on a daily basis. We will have some supplies available in the case of emergencies.

Children will be treated with dignity, respect, and patience during clothing changes. Children will be expected and encouraged to help themselves as much as possible during each change. Change of clothes will take place in each classroom within the toilet stall area. Pull-Up changes will take place in the classroom bathrooms.

Universal precaution procedures will be followed to prevent the spread of disease and to keep areas sanitary. These include the use of gloves during changes, bleach water for cleanup, placing soiled clothes in a plastic bag for parent/guardian to pick up the soiled clothes. Soiled Pull-Ups will be placed in a plastic bag and thrown away. Staff and children will both wash hands after toileting and/or changing.

If a child needs to use the restroom during recess, a staff member will accompany the child back to the restroom, while another staff member watches the remainder of the children outside.

## **SAFE SLEEP PROCEDURES for toddlers**

We practice the ABC's of safe sleep. Toddlers sleep ALONE, on their BACK, on a Mat.

- The only things that will be present on the Mat include: a fitted sheet and a sleeping toddler. Bumpers, pillows, blankets, stuffed animals, bibs and clip-on pacifiers are unsafe for sleep and not allowed.
- If a toddler falls asleep anywhere except on their cot, they must immediately be placed on their back on the Mat, even if they are old enough to roll over on their own.
- Rooms will be kept at a temperature comfortable for a lightly clothed adult. Toddlers will be checked frequently to ensure they are not overheated or sweaty.
- Toddlers will be supervised their entire nap period

## **ACCIDENTAL INJURY**

In case of accidental injury, we will make an immediate attempt to contact a parent. If we can't reach you or your emergency contact, we will call the child's physician. If necessary, we will call an ambulance. Until the arrival of the parent, the physician, or an ambulance, the Director will be in charge and make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense. The school will maintain a parent-signed consent form agreeing to this provision. It is to your child's benefit that you keep the school up-to-date on phone numbers, emergency numbers, and other pertinent information.

Accident reports will be filled out for each incident and will follow Child Care Licensing guidelines on reporting required accidents to the Early Childhood Licensing department.

## **SCHOOL SAFETY**

*The safety and security of every student is of paramount concern at Busy Bees. As such, students will always have an adult present. As a school, we work hard to train our staff, faculty, and students with great regularity and consistency to plan, prepare, and practice for a variety of emergency situations. Busy Bees has an organized, systematic emergency operations plan in place to reduce risks, to prevent, prepare for, respond to, and recover from a wide variety of crisis situations as well as plan for daily security and safety. Read on for more ways we practice safety.*

## **REPORTING CHILD ABUSE**

Any caregiver or staff who has reasonable cause to know or 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, or cause a report, to be made of such fact to the county Department of Social Services or local law enforcement agency.

**Child Abuse Reporting Hotline:**  
**1-844-CO-4-KIDS**  
(1-844-264-5437)

Busy Bees Preschool Child Abuse reporting procedure:

1. Immediately inform your Director or his/her designee of your concerns. No one has the authority to veto the reporting.
2. If it is necessary for school personnel to examine a student for evidence of physical abuse, two adults should be present during the examination and the examination should follow the "gym class rule". Only examine the area that can be seen if the child were wearing shorts and a t-shirt. Do not examine the child any further.
3. Complete the Known or Suspected Child Abuse/Neglect/Endangerment Reporting Form.
4. Call Department of Human Services Hotline 1-844-CO-4-KIDS.
5. Do NOT conduct an investigation regarding the case. Investigations are the responsibility of the appropriate law enforcement agency staff and/or the Department of Human Services.
6. Give a copy of the Known or Suspected Child Abuse/Neglect/Endangerment Reporting form to the Director. The Director will make necessary district-level notification.
7. Retain a copy of the Known or Suspected Child Abuse/Neglect/Endangerment Reporting Form in a confidential file. Do not file in the student's special education or cumulative file.
8. Parents will be notified by Chaffee County Department of Human Services staff or law enforcement agency staff. Do not contact the parents.

## **FILING A COMPLAINT ABOUT CHILD CARE**

If you believe a State Licensing Violation has occurred, you may file a complaint with:

Division of Child Care  
Colorado Department of Human Services  
1575 Sherman Street  
Denver, CO 80203-1744

1-800-799-5876  
Fax: 303-866-4453

## **RESTRICTED ACCESS**

There are three total possible entry points to our school and they remain locked at all times. The main entrance is only open during school drop off and pick-up times on school days. Outside of these hours, the main doors are locked and are managed with a buzzer system.

## **PICK-UP AUTHORIZATION**

Parents who need to take their children from school during the school day for doctor's appointments, sickness, family outings, or similar occasions are asked to complete the family sign-out log at the front. By doing this, we have confirmation that the student is with his or her parent(s)/guardian and we know what to expect regarding time and date of the student's return, if returning that day.

Students will only be allowed to leave school with persons noted on their Pick-Up Authorization form (included in the Enrollment Package), with exceptions made for parents who call in to add an adult to this form, or fill out a one-time authorization for pick-up from their teacher.

The staff will not release a child to a person who has a restraining order against them; a current copy of the order must be in the family file (and if possible, a picture of the individual). Custody/Restraining Orders are made known to all staff.

## **SCHOOL VISITORS**

Please contact classroom teacher or Director when wanting to visit. Visitors must sign in at the front and receive a visitor pass before proceeding to other parts of the building.

Visitors are reminded that they are not to disrupt the learning environment and are not to enter the classrooms during the school day without permission from a Busy Bees staff member.

If a parent/visitor needs to meet with the teacher, contact the teacher to schedule a time.

Visitors such as prospective families or local experts contributing to academic expeditions must be approved in advance by the Director with notification given to teachers.

## **LOST CHILD**

In the unlikely event that a child should become lost or missing at the school, within five (5) minutes, the Director/teacher will phone our local police department, followed by contacting the child's parent(s). A report will also be filed with State licensing.

In the unlikely event that a child should become missing or lost on a walking fieldtrip, the lead teacher will immediately contact the personnel at the field trip location in an effort to locate the missing child. The lead teacher will then call the office at Darren Patterson Christian Academy and the child's parents will be contacted. The Director/administrator will travel to the location to assist in the search. The Police Department and Social Services will also be contacted.

## **BACKGROUND CHECKS**

Background checks are completed for all staff, parents and volunteers who either work directly with students on a regular basis or chaperone any extended school sponsored event.

## SAFETY DRILLS

Safety drills are required by law and are important to practice in the event of a real emergency. Students learn the evacuation path established for each room they occupy. Conduct rules during these safety drills are enforced. All building occupants must move silently and in an orderly fashion to a specified area where they remain until instructed to return to the building.

Busy Bees/DPCA works closely with local police and fire departments to practice monthly fire drills in addition to secure and lockdown drills each semester. Staff members take yearly training through our local police department using the I Love U Guys Foundation protocols.

**Secure:** Occurs when the threat is away from the school; perimeter is secured by bringing students and staff inside and closing doors. School administration secures the building and safely shelters all students, staff, and visitors **INSIDE** the school building. Business is as usual inside the school. No person is allowed to enter or leave the building.

**Lockdown:** Occurs when the threat is inside or very near school. Lights are turned out and classroom doors are locked. People move away from sight, stay silent, and roll is taken. School business and activities cease and no person is allowed to enter or leave the building.

**Evacuation:** An evacuation occurs to prevent injury or harm due to a hazardous situation inside of the school, such as a fire. All students and staff will exit the school and go to designated locations:

Valley Fellowship Church

Cornerstone Church

608 S. San Juan Avenue

205 S. San Juan Avenue

(shares a parking lot with the school)  
of further distance)

(for situations in need

**Reunification:** This event will occur if students have been moved away from Busy Bees to an evacuation site. During this process, students can only be released to an adult listed as an emergency contact at the school. In addition, the person picking up a student must bring proper government issued photo identification (driver's licenses, state ID, etc.)

If Busy Bees should have a child enrolled with special needs, Busy Bees will develop a plan for that child's safety protocols.

**Continuity of Care in Times of Trauma:** In times of trauma, mental health specialists in our community are available to work with our families, children and staff to support the family and child.  
Summer Martinez; [smartinez@ccecc.org](mailto:smartinez@ccecc.org); 719-207-2492

## **IN THE EVENT OF A SCHOOL EMERGENCY...**

- **DO** check your email, the DPCA webpage, and social media links for updated information ([www.dpcaweb.org](http://www.dpcaweb.org)). We will send out REMIND texts and updates so that you are aware of what is going on and know that your child is safe.
- **DO NOT** go to your child's school. This will create traffic congestion hampering the efforts of first responders.

· **DO NOT** call your child or your child's school. Excessive phone calls could jam the phone system and interfere with emergency communications.

## **TUITION, FEES & PAYMENT**

Please refer to our website for the most up-to-date information on tuition, fees, and payment options....<https://www.dpcaweb.org/how-to-apply>. Printed applications are also available in our front office.

## **WITHDRAWAL FROM SCHOOL**

Voluntary withdrawal from Busy Bees is initiated by the parents by notifying the Director, in writing, of the student's planned last day of school. Parents withdrawing their students from Busy Bees may be asked to complete a brief survey, and a personal meeting with the Director would be greatly appreciated.

## **REFUND POLICY**

Refunds will be given to those who have paid tuition in full for the year, and will be pro-rated to the end of the withdrawal month.

Refunds will be given to those who have paid tuition bi-annually, and will be pro-rated to the end of the withdrawal month.

No refunds will be given those who pay monthly.