



A Learning Bee Academy

Handbook

A Learning Bee Academy, A TAKESPROUT Inc Child Care Facility

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allearningbeeacademy.org

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Philosophy and Curriculum

A Learning Bee Academy promotes an environment where children become independent, confident, lifelong learners with a strong sense of self. We proudly offer a positive, child-centered preschool experience that fosters a love of learning in a nurturing community. In each child, we strive to cultivate:

- Autonomy
- A sense of belonging
- Respect for others
- Enthusiasm for exploration

The policies in this handbook support and protect the values that have strengthened A Learning Bee Academy and the children it aims to serve.

Our Curriculum

We offer a child-centered and developmentally appropriate program for two- through five-year-old children. A Learning Bee Academy has chosen to implement the CORE curriculum. *This work is based on an original work of the Core Knowledge® Foundation made available through licensing under a Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License. This does not in any way imply that the Core Knowledge Foundation endorses the work.*

The teachers use their own experiences, as well as the children's interests, to adapt the curriculum to be unique to each A Learning Bee Academy class. Classroom observations and assessments become important tools for the teachers to communicate with parents.

The Preschool Sequence is intended to guide the planning of experiences and activities for preschool children by offering a coherent progression of skills and knowledge in the following areas: Physical Well-Being and Motor Development • Movement and Coordination Social and Emotional Development • Autonomy and Social Skills Approaches to Learning • Work Habits Language • Oral Language • Nursery Rhymes, Poems, Fingerplays and Songs • Storybook Reading and Storytelling • Emerging Literacy Skills in Reading and Writing Knowledge Acquisition and Cognitive Development • Mathematical Reasoning and Number Sense • Orientation in Time and Space • Scientific Reasoning and the Physical World • Music • Visual Arts

Nondiscriminatory Policy

A Learning Bee Academy is a nonsectarian preschool. A Learning Bee Academy admits students of any race, color, religion, and national and ethnic origin to all rights, privileges, programs, and activities and does not discriminate in administration of its educational and admission policies.

Staff Qualifications

All A Learning Bee Academy teachers meet or exceed the Indiana Out of School Learning office licensing requirements. All of the lead teachers hold a license in childhood development and have completed required basic coursework in early childhood education. Some teachers hold a master's degree. Every year, the director, teachers, and assistant teachers must complete a required number of continued training hours. All of the staff have experience working with young children in a supervised program. In addition, our staff members truly love and understand child development and our academic curriculum teaching philosophy.

Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. A Learning Bee Academy takes confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. A Learning Bee Academy recommends that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the A Learning Bee Academy community. Discussions in the hallways should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the teacher via email or in person to arrange a time to discuss.

Communication

Communication between home and school is vital to a successful preschool program.

School-Wide (Nonemergency) Information

- A Learning Bee Academy office communicates with parents in a number of ways:
 - o Email
 - o Telephone
 - o A Learning Bee Academy website
 - o Parent orientation
 - o Back-to-School Night
 - o Notices sent home in children's backpacks

Classroom Information:

- Monthly newsletters and weekly recaps from each class are sent via email to parents.
- Each teacher will place a note outside the classroom at the end of each school day so that parents will know what activities were included in the day.
- Weekly lesson plans are posted in the classroom.

For information about bringing food for birthday and classroom parties, please make sure to review the “Food at A Learning Bee Academy” section. In accordance with our **Class Party and Birthday policy**, only store-bought foods can be served, and the food provided must be preceded by a completed list of ingredients and food label notifications, submitted to the teacher **at least 2 class days** before the food is served. Food must adhere to our nutfree policy.

- Please be sure to check the contents of your child’s backpack each night so that you can find important notes, art projects, and so forth.
- Artwork from different classes will rotate on the hallway bulletin boards throughout the year.

Please see the “Emergencies” section of the handbook and our Emergency Plan.

Child-Specific Information:

- During arrival and dismissal times, staff members must devote full attention to all of the children. Please keep conversations brief. If you need to communicate specific information, a written note or email is preferred.
- If, at any time, you have special concerns, please feel free to contact your child’s teacher – use email, send a note, or call the office to leave a message. During school hours, teachers cannot accept phone calls. If you have a message for a teacher during school hours, please call or email the office, and we will relay the message. The teacher will respond as soon as possible.
- If you wish to talk to the teacher at length, you can email the teacher and, if needed, arrange a time to meet in person or over the phone.
- Please do not discuss problems or concerns in the presence of your child or other parents.
- Please communicate with the enrollment staff about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child’s behavior, and it is useful for staff to be aware of these developments. A Learning Bee Academy will always respect your privacy.
- **If your child is going to be out of school for any reason, please let the office know.** For illnesses, this is especially important so that we can inform families of any communicable disease symptoms while maintaining confidentiality. In addition, teachers and children miss a child when they are absent, so they would like to know that the child is okay.

Admissions

A Learning Bee Academy admits students of any race, color, and national and ethnic origin. There is no entrance exam. If parents have any major educational, social, or developmental concerns about their child entering A Learning Bee Academy, parents need to discuss these concerns with the director before the child’s first day of class. It is important that a positive and appropriate learning environment be

established for each child. In an effort to create the best fit for your child and family, A Learning Bee Academy reserves the right to place children in classes by age, gender, and developmental level. A Learning Bee Academy does not discriminate in administration of its educational and admission policies.

Procedures for Enrollment and Withdrawal

Enrollment:

- Registration for enrollment is year round.
- Enrollment priority is given to current students, their siblings, and alumni families.
- When registration takes place, applications are taken on a first-come, first-served basis.
- Class placement is made on the basis of age and gender (in order to maintain a reasonable balance of boys and girls in each class).
- There is a supply fee for each child that is due by your child's start date. All applicants, regardless of entry date, will be charged the full fee for supplies.

Withdrawal:

- Written notice must be provided to A Learning Bee Academy at least 7 days prior to withdrawal.
- If a child is withdrawn, there will be no refund after tuition has been paid.
- The supply fee not refundable.
- If written notification is less than 7 days, the family is responsible for tuition 7 days after the written notification.

PLEASE NOTE: On occasion, a program is not an optimal fit for a child or family. A Learning Bee Academy is a school that will make every effort to work collaboratively with families to resolve any challenges that arise. Additional resources may need to be used to support a child's success in the school environment. If, after all reasonable efforts are exhausted, and a problem cannot be resolved, A Learning Bee Academy reserves the right to dismiss a child from the program.

Tuition

TUITON AGREEMENT

A Learning Bee Academy exists to ensure every child has knowledge and discipline to excel in elementary school and beyond. We provide a safe, affordable, high-quality child care for children ages 2, 3, 4 and 5. We nurture the curiosity of each child so they grow in knowledge and in confidence of their capabilities.

I. Supplies & Tuition – please reference the table below for costs.

Ages	Full Time Rate Per Week Per Child
Toddler Care	\$325
Preschool	\$275
Aftercare	\$150
Infant Care	\$415

II. All children must be picked up by the agreed time. There will be a fee of \$2.00 per minute for the first hour past agreed time. The Indiana Department of Child services will be notified (2) hours after the agreed time.

III. The clock in the reception area will be the official time.

IV. All tuition and fees are due in advance and must be paid in full every Monday. Late fees will be added if tuition is not paid by 5:00 p.m. on Wednesday of that week. The late fee is \$5.00 per day starting on Wednesday. A child cannot start a new week if tuition fees are not up to date. No exceptions.

ENROLLMENT AGREEMENT

- I agree to pay each week or clock-in-on time and the first day my child attends with no deductions for absence(s) or holidays. If payment is not received prior to the close of business on the first day of attendance a late fee may be added.
- I agree to pay the one-time supply fee as stated below for the school year my child attends.
- I agree that if my child is absence for one week or more for the days and hours contracted to attend my tuition will be discounted 50% (written notice must be provided one-week in advance).
- I agree to pay any late pick-up fee that I may be charged as stated per child for each period my child is not picked up.
- I agree to pay via cash, CCDF voucher, debit or credit card. No checks.
- In case of withdrawal of my child from A Learning Bee Academy, I agree to give A Learning Bee Academy one-week notice prior to withdrawal.
- Learning Bee Academy is open from 6 am to 6 pm. However, should it be absolutely necessary to close because of severe weather conditions; the closing will be announced on Fox 59 and WishTV8. We will also contact parent(s) or guardians via telephone 24 hours in advance.
- A Learning Bee Academy reserves the right to terminate enrollment should an account become overdue.

Required Forms for Enrollment

These forms must be on file before a child attends class.

1. Birth Certificate
2. Updated Immunizations/Physical
3. Enrollment Application
4. Parent Photo ID
5. Proof of income (if seeking scholarship assistance)

Positive Discipline Policy

A Learning Bee Academy is committed to providing a safe and positive learning environment for all children. The school's behavior policy encourages children to develop social skills that reflect many of A Learning Bee Academy's values, including self-control, respect for others, and a positive self-esteem.

Teachers model appropriate behavior and guide positive interactions among children and adults. Nurturing these social skills is a central component of Creative Curriculum®, and it helps children grow as successful, lifelong learners.

A Learning Bee Academy's commitment to an age-appropriate and play-based curriculum ensures that activities are child centered and promote positive social interactions. Teachers carefully craft the environment, communicate and enforce clear boundaries and expectations for behavior, and use nonverbal cues and/or redirect a child's behavior to foster success.

When a problem arises, the teacher relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. Children learn to make suitable choices and develop techniques for regaining self-control when they feel frustrated. Instructive and individually appropriate consequences help to strengthen the child's self-control and self-esteem.

When a child experiences a particularly challenging time, the school encourages parents and teachers to work together and develop appropriate strategies. If a specific circumstance needs attention, the teacher will follow these procedures:

1. The teacher will observe and document a child's behavior.

2. The teacher will discuss the child's behavior with a parent and inform him or her of learning-based strategies the teacher will implement. The teacher will discuss options with the director.
3. The teacher will follow up with the parent about how these strategies are influencing the behavior.
4. If concern persists, a conference will be held with teacher, parent, and director to discuss options to help the child further develop appropriate social skills.
5. Staff members will make reasonable effort to work with the child and his/her family to resolve behavioral concerns. At any time, an individual plan of action may need to be implemented, depending on the severity of the concern. If needed, there is opportunity for teachers and the director to seek support from outside resources. The plan may include removal of a child from the classroom and/or calling the parent to take the child home. Repeated severe problems may result in A Learning Bee Academy excluding a child from attending A Learning Bee Academy.

Behavior Policy Specific to Biting:

Biting can happen in a preschool situation, especially with young children who do not have the verbal skills to express their feelings. Children's feelings can be related to many environmental factors, as well as internal emotions, such as frustration, tiredness, overstimulation, seeking attention, and so forth. In line with A Learning Bee Academy's overall behavior policy, teachers try to create a positive, peaceful, and nurturing environment that encourages children to maintain selfcontrol. A Learning Bee Academy has a biting policy, which parents can request from the office at any time.

What to Bring

Please remember to label each item that your child brings to school (lunch box, backpack, coat, sweater, hat, mittens, boots, etc.).

Dress

- Your child should be dressed for active and participatory play. A Learning Bee Academy does not want a child's creativity hampered because he/she is wearing clothing that should not get dirty.
- Your child should wear sturdy, protective shoes (no sandals or Crocs®), which will enable him/her to run, climb, and ride bikes with ease.
- Children go outside most days, so please dress your child appropriately.

- In the winter, hat and mittens are needed every day. Snow pants and warm boots are important whenever there is snow on the ground.

Extra Clothes

In school, at all times, each child should have at least one set of seasonal clothes that fit – pants, shirt, underwear, socks — which should remain in the child’s backpack. In addition, each child must have a change of clothes in their My Important Stuff (MIST) bag for emergencies.

Backpack

At A Learning Bee Academy we encourage children to be independent. Therefore, we strongly recommend a backpack that is easy for your child to manage when putting away his/her own things. Each day your child needs to bring a backpack, clearly marked with your child’s name, to hold his or her lunch box, extra clothes, art, treasures, and important communication.

Please be sure to check the contents of this bag each night so that you can find important notes, view art projects, and so forth.

Emergency Care Kit for Each Child

In preparation for the unlikely occurrence of an emergency, please make sure your child’s teacher has the necessary components of an A Learning Bee Academy Emergency Care Kit for each child, including:

- a MIST bag (*see below*)
- a complete change of seasonal clothes that fit in the child’s backpack

Please make sure to turn these items into your child’s teacher by Parent Orientation. The change of clothes and MIST bag will be returned to you in June. If you are enrolled in more than one class, please be sure that you have a MIST bag for each class. If you are planning for your child to participate in the summer program, please make sure to turn in a MIST bag to the teacher on the first day your child attends the summer program.

MY IMPORTANT STUFF BAG (MIST)

Each child will need to have a MIST bag at school. The MIST bag will be a support during an emergency*, so you can fill it with “important stuff” that will comfort and reassure your child. This bag will be kept in the class MIST backpack. The bag should be a gallon-size Ziploc bag, labeled with the child’s name, and should include comfort items, such as:

- a family photo
- soft toy like a beanie baby
- cards or coloring activity
- book
- seasonal clothing, including a change of underwear and socks that fit in the bag

Please make sure the Ziploc bag is sealed shut with the items inside.

*Please see the A Learning Bee Academy Emergency Plan on our website at www.mylearningbee.org for more information on A Learning Bee Academy's emergency procedures.

Food at A Learning Bee Academy

NO NUT POLICY

We ask that parents of all children not send any food or food product that lists peanuts and/or tree nuts on the ingredient label. A Learning Bee Academy has adopted a **"No Peanuts or Tree Nuts at School"** policy. We ask that parents carefully monitor foods being packed in lunch boxes to ensure that no peanuts, peanut oils, or other nuts or nut oils are among the foods selected (allergy-wise, coconuts are considered a fruit and are okay). ***Food labels/ingredients may change over time, so it is always recommended that you read the label before purchasing snacks. Please read labels carefully to make sure the products are nut free. This includes labels that read "May contain traces of peanuts/nuts," "May contain traces of almond," "Manufactured in a plant that processes peanuts," and so forth.*** Rule of thumb: if in doubt, make another choice.

In classrooms where children have potentially life-threatening sensitivities, A Learning Bee Academy may consider additional safety measures and address the situation on a room-by-room basis. **Food and baked goods need to be store-bought only and not prepared at home.** Food sent to A Learning Bee Academy for special occasions (birthdays, class parties, etc.) must be free of all nut ingredients and a list of those ingredients given to the teacher.

For those who need more information about reading an ingredient label, review information on the Food Allergy and Anaphylaxis website (<http://www.foodallergy.org/section/about>). Parents of children with allergies are asked to provide a supply of safe treats to be used in lieu of store bought and bakery-prepared items. Talk with your child and help him/her understand that food sharing is not allowed. This is a preventative safety measure to reduce food allergy exposures. Hand washing and tabletop washing are additional risk-reduction measures that are used at A Learning Bee Academy. Parents can help by ensuring adequate hand and face washing at home before arrival at school.

PLEASE BE AWARE THAT A Learning Bee Academy IS USED BY OTHER GROUPS! Although we can monitor what parents and staff bring into the center, we cannot guarantee that no nuts will

be brought in by other groups when the center is closed. These groups are notified of our policy, but we cannot monitor it.

PEANUT-FREE/TREE NUT-FREE SNACK LIST

Thank you for your consideration and support in keeping the food-allergic children safe from having a life-threatening allergic reaction at school.

Please avoid snacks that contain the following: peanuts, peanut flour, peanut oil, or peanut butter or other nuts. This list includes snacks with almonds, filberts, Brazil nuts, cashews, hazelnuts, macadamia nut, pecans, pine nuts, pistachios, and walnuts. Coconuts are okay.

Food labels/ingredients may change over time, so it is always recommended that you read the label before purchasing snacks. Please read labels carefully to make sure the products are nut free. This includes labels that read “May contain traces of peanuts/nuts,” “may contain traces of almond,” “Manufactured in a plant that processes peanuts,” and so forth. When in doubt, make another choice.

Kellogg’s, Keebler, General Mills, Betty Crocker, and Quaker Oats brands are excellent at clearly labeling allergens on the box. Examples of clear labels include: CONTAINS PEANUT AND EGG INGREDIENTS.

Healthy snack alternatives include:

FRUITS/VEGETABLES

- Any fresh fruit (apples, oranges, bananas, grapes, pears, plums, clementines, strawberries, melons, berries, etc.)
- Applesauce cups (and assorted variety fruit flavored applesauce)
- Raisins, Craisins, and other dried fruits
- Fruit cups (peaches, pears, oranges, pineapple, fruit cocktail, fruit blends, etc.)
- Fresh vegetables (baby carrots, celery sticks, grape tomatoes, cucumber slices, broccoli, pepper strips, etc.)
- Vegetable dips

CHEESE/DAIRY

- Yogurt in individual cups or tubes
- String cheese or other cheeses (1 oz.)
- Drinkable yogurt or smoothies

- Cottage cheese

GRAINS/ SEEDS

- Sunflower butter is a great alternative and makes great PB and J!

Crackers:

- Triscuits, Wheat Thins, Vegetable Thins (all flavors)
- Ritz crackers/dinosaurs/sticks
- (NOT Ritz bits or sandwiches)
- Town House, Club, Toasteds crackers
- Cheez-Its, Cheese Nips, Better Cheddars
- Saltines, oyster crackers
- Wheatables, Air Crisps, Munch'ems, Keebler Snack Stix
- Kashi Tasty Little Crackers (TLC)
- Breton/Dare brand crackers
- Goldfish crackers
- Graham crackers, graham cracker sticks
- Teddy Grahams or Teddy Graham character brands
- Bug Bites crackers
- Goldfish graham snacks
- Animal crackers (Austin Zoo, Barnum)
- Vanilla wafers
- Pirate brand snacks (pirates booty, smart puffs, etc.)
- Snikiddy brand snacks (fries and puffs)

Cereals:

- Cheerios (NOT Honey Nut or Frosted)
- Chex (Rice, Corn, Wheat)
- Corn Flakes
- Crispix
- Kashi (Go Lean Crunch, Good Friends, Cinnamon Raisin Crunch, Heart to Heart) cereals
- Kix
- Life
- Wheaties
- Other unsweetened cereal without nuts

Other snack ideas:

- Small bagels (Lenders or Thomas brand) with cream cheese (no nut type) Popcorn
- Pretzels (most all brands, but some Snyder's products are not peanut/nut free)
- Nutrigrain cereal bars/yogurt bars
- Special K Bars (NOT Honey Nut)
- Special K Snack Bites
- Fig Newtons (all flavors)
- Rice cakes (NOT Quaker brand, not nut free)
- Quaker Quakes (mini rice cakes)/Mini Delights (all flavors safe)
- Potato Soy Crisps
- Muffins – mini or regular – Hostess and Kroger brands (any kind but banana nut)

LUNCH

A Learning Bee Academy will provide breakfast, morning snack, lunch and an afternoon snack at no additional cost to our families.

SNACK

A Learning Bee Academy provides small daily snacks during the morning and afternoon programs. We often offer fresh fruit or vegetables, whole grain crackers, and water.

A Learning Bee Academy's snack schedule for each week is posted on the main office door in the office annex. If your child has a specific food allergy of any sort, you will be given the opportunity to communicate with the teacher, in advance, regarding snacks so that you may prepare an alternative treat for your child.

BIRTHDAYS AND CLASS PARTIES

Simple birthday snacks may be provided by parents to recognize children's birthdays. Please set a date with the teacher one week in advance. Less notice may result in a date other than your first choice. This time is necessary to assess the safety of all children who use your child's classroom, primarily with regard to life-threatening allergies. Be prepared to tell the teacher the snack that you would like to serve so that other parents can send a safe alternate treat, if needed. Snacks provided by families must be store bought and should be small portions (one cookie, mini-muffin, doughnut hole, etc.). Store-bought foods provided for birthdays must be preceded by a complete list of ingredients, submitted to the teacher at least two class days before the food is served.

Each class will have its own distinct way, determined by the teacher, to honor birthdays. We ask that parents not distribute favors, goody bags, or paper goods. Also, A Learning Bee Academy

will not be able to distribute birthday party invitations. This includes parents putting invitations in cubbies.

Thank you for your attention to these matters. Advance planning is vital to the safety of our children and to smooth daily classroom procedures.

Arrival and Dismissal

Sign in and Sign out Procedures

A Learning Bee Academy needs to know who came in and went out of the center for the sake of security and documentation. We currently have administered the BrightWheel Application for parents and staff to sign in/out

Brightwheel provides a secure and configurable check-in experience that parents love. The brightwheel Kiosk and attendance features off a secure digital sign-in experience that tracks the time and date of student's drop off and pick up, the user who signed them in/out, and additional security through a check in cod and digital signature. This is a more easier and more secure sign in process when compared to pen and paper.

At your enrollment meeting you will receive an login invite from the director.

All doors are locked and their is a doorbell located near the entrance. All parents are asked to enter through the green doors on the west side of the building to have quick access to the preschool section of the building.

- **Never leave your child alone inside or outside of the building. Do not leave any child unattended in a vehicle.**
- For the safety and security of children and A Learning Bee Academy has asked that families not bring their dogs to the church grounds during arrival and dismissal.
- The main entrance to A Learning Bee Academy will be locked daily from 9:30 am to 12:15 pm and 12:45 pm to 2:45 pm.

Arrival:

- The teachers will be ready to start class at 9:00 am. You must escort your child into the classroom and make sure that the teacher knows that your child has arrived.
- Attendance sign-in: Upon arrival, please record time and initials on the attendance sign in sheet kept in the main office

- Early arrival: If you arrive early for your child's class, please wait in the hallway to allow teachers to prepare for the class. Teachers will welcome your child into the classroom when preparations are complete.
- Late arrival: Please be considerate and try to arrive on time. Frequent late arrivals are disruptive to the class and your child's school day. When you arrive late, please go directly to your child's class to sign in on the posted attendance sheet.

Dismissal & Pick-Up

- Attendance sign-out: Upon arrival, please record time and initials on the attendance sign out sheet kept in the main office
- It is important that all children be picked up on time. Our staff members have responsibilities both before and after class sessions, so it is important that parents be mindful of dismissal times in order for our school day to go smoothly. It is also upsetting to your child when he or she is unexpectedly the last person in the class to be picked up.
- Late pick-up: Please keep A Learning Bee Academy's phone number, (317) 238-3978, programmed in your cell phone in case you are running late so that the teacher can let your child know that you are on your way. If you are late picking up your child, you will be charged a dollar a minute. Payment will be due upon arrival to office.
- Early pick-up: Be sure to follow the regular attendance sheet sign-out procedures—time and initials on class attendance sheet.

Authorized pick-up:

- Anytime someone other than the typical pick-up person picks up your child, please let your teacher know.
- If your child is to be picked up by someone other than a parent or the "persons authorized to pick up child" (listed on your child's *Emergency Form*), you must provide written notification via note or email (email to dthompson@mylearningbee.org only please) to A Learning Bee Academy in each instance. Give the person's full name and inform this person that A Learning Bee Academy will require proof of identification before releasing your child.
- In the event of an emergency, a parent may call the office to give verbal permission for his or her child to go home with someone else. You will be asked to verify information on the *Emergency Form* in order for us to be assured that A Learning Bee Academy staff is speaking to the parent.

- A Learning Bee Academy wants to ensure each child's safe transition from A Learning Bee Academy's care to an authorized adult at dismissal time. Following A Learning Bee Academy training guidelines, staff members are encouraged to observe the state of the adult picking the child up from A Learning Bee Academy. In the event that a staff member believes the adult picking up a child is authorized but is angry/disgruntled or if the staff member has reasonable cause to suspect that any person picking a child up is under the influence of alcohol or drugs or is physically impaired in any way and may endanger a child, the staff member may have cause to refuse to release the child. If so, the staff member will request that another adult be called to pick up the child or call the numbers listed on the child's *Emergency Form*. (Excerpt taken from the Emergency Preparedness Training and Information for Child Care Providers A Learning Bee Academy training booklet.)

Parking Lot:

- A Learning Bee Academy parents should **park in the back parking lot closest to our building.**
- Drivers of large SUVs should be especially careful, since small children can be very hard to see and they can dart around quickly in a parking lot.
- **It is against the law to leave unsupervised children in your car in the parking lot at any time.**

Early Drop (Early Birds)

Families can drop off their child starting at 6:30 am on the days when the child is enrolled in regular classes. Breakfast will be served

- Two-year-old children may participate when they have adjusted to their morning class.
- An assigned staff member will supervise your child until learning begins at 9:00 am.
- On days with a delayed opening, due to bad weather, learning will begin at 11:15 am.

Afternoon Adventures

Afternoon Adventures is our enrichment program that extends a child's day from 3:00 pm until 6:00 pm two, three, or five days per week. Children will explore many topics through literature, science, and art. All children are enrolled in Afternoon Adventures and will take a rest time to transition from their morning class to the afternoon activities. They have the opportunity to rest quietly. Children are not required to sleep, and may choose to look at books, listen to a

story, or participate in quiet activity on their mat. This rest period allows them time to relax before beginning the afternoon activities.

Illness

- Germs spread quickly in a preschool environment. All children and staff stay healthier when sick persons stay at home. Common sense must prevail in the case of colds, which can range from a mild case of sniffles to a full-blown sinus infection or deep cough.
- We use the EMERGENCY FORM to contact parents or another designated adult if your child develops symptoms of illness while in class. We will isolate your child in a comfortable, supervised place until he/she can be picked up.
- If one or more of the following symptoms is present in your child, we will call you to pick up your child from preschool:
 - temperature higher than 100°F
 - loss of appetite
 - nausea or vomiting
 - red, pink, or crusted eyes
 - stomach ache
 - earache
 - diarrhea
 - rash/infection of skin
 - pale or flushed face
 - headache
 - thick or greenish mucus from nose
 - cough
 - loss of energy/decrease in activity/falling asleep
 - sore throat

IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICPATE IN ALL ASPECTS OF THE DAILY SCHEDULE, PLEASE KEEP YOUR CHILD AT HOME.

24 HOUR RULE: ANY CHILD WHO HAS SHOWN SIGNS OF ILLNESS IN THE PREVIOUS 24 HOURS MAY NOT ATTEND CLASS.

- **Fever free:** A child should be fever free for 24 hours, without the use of fever-reducing medicine.
- **Antibiotic timeline:** A child should be on antibiotics for at least 24 hours before returning to school
- **We strictly observe this health department regulation for children (and staff) to protect the health of everyone at A Learning Bee Academy.**
- **Parent must notify the office immediately if a child:**
 - Is diagnosed with any ***communicable diseases*** including strep throat, pink eye, lice, pinworms, or any other of the diseases common to a school environment. The notification is important so that A Learning Bee Academy can inform the parents within your child's classroom to be on the lookout for symptoms. Please remember that A Learning Bee Academy will not release the name of the child or family involved. We simply post "There has been a case of _____ reported"
 - Has any ***allergies*** or if you have any concerns about any aspect of your child's health.

- Is taking **medication**, as medicine may affect your child's behavior.
- If a child is absent for three days or more due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school.
- Unless we receive a doctor's note requesting a child to stay indoors, we expect every child to participate in outdoor play.

Head lice sometimes occurs in school because it is contagious and easily passed from child to child. You may want to look online for more information and to find examples of what lice look like in order to check your child's head correctly (www.cdc.gov/lice/head/treatment).

- Please inform us immediately if your child has lice. We are required by licensing to follow certain procedures regarding the cleaning and removal of materials (dress-ups, etc.) within a classroom with lice.
- We also reserve the right to implement additional procedures, such as head checks, if a persistent lice problem was to occur. Please get into the habit of routinely checking your child's head. If all parents check heads regularly, we can avoid any outbreaks in the school.

COVID-19 and Continuity of Operations Plan for Influenza (COOP)

The A Learning Bee Academy Continuity of Operations Plan for Influenza (COOP) is implemented by A Learning Bee Academy staff and parents in the event that influenza develops into a pandemic in Indianapolis. All parents/guardians of children enrolled at A Learning Bee Academy have responsibilities to assist in the plan's successful implementation. A Learning Bee Academy's internal preventive and responsive procedures, as well as parents' responsibilities, are outlined in A Learning Bee Academy's Emergency Preparedness Plan (which can be found on the A Learning Bee Academy website or ask the office for a personal copy).

Inclement Weather Policy

School closing and delays are made to assure the safety of our children.

You must make your own judgment about driving in hazardous weather situations. If bad weather begins and you wish to pick your child up early, please feel free to do so.

A Learning Bee Academy follows the Indianapolis Public School (IPS) calendar, with a few exceptions. An up-to-date calendar can be found on the A Learning Bee Academy website.

The decision to close because of snow or other emergency is in accordance with the IPS. In the event of snow or other emergency, please note the following:

- o **A Learning Bee Academy reserves the right to close regardless of the IPS decision, because local power outages, snow removal, or other circumstances may affect our ability to operate during inclement weather. An effort will be made to leave a voicemail message on the school answering machine and to contact parents through email.**

How to Know If Schools Are Closed

School closings are communicated on local radio and TV stations (WTHR). In addition, A Learning Bee Academy Facebook page will have up-to-date information (<https://www.facebook.com/mylearningbee/>).

Parents should get into the habit of turning on the news station every morning during the winter months. Sometimes, you will wake up to a beautiful morning, only to find out that school is delayed because of an unseen sheet of ice that covers everything.

Every effort will be made to send an email on the parent listserv by 6:30 a.m. Please make sure your email address is up-to-date for important notifications.

Emergencies

A Learning Bee Academy has an emergency preparedness plan that provides guidelines for a wide range of unlikely emergency situations from a naturally occurring weather condition to a terrorist attack. The A Learning Bee Academy Emergency Preparedness Plan is posted on the A Learning Bee Academy website at www.stemprek.org and in the school's foyer. A Learning Bee Academy educates parents about the emergency plans at Parent Orientation and Back-to-School Night at the beginning of the school year. The safety of the children and staff is always the school's primary concern.

A Learning Bee Academy requires that staff members take emergency preparedness training and maintain an emergency preparedness plan for the school. Staff undergo emergency training every year, and the school runs two emergency evacuation drills in addition to monthly fire drills with the children.

Types of Emergencies

The types of emergencies that A Learning Bee Academy prepares for include fire and explosions, severe storms, flooding, winter storms, earthquakes, unexpected utility failures, hazardous and radioactive materials, terrorism and other potentially violent situations, medical emergencies, and family/community concerns and/or violence.

Notification of Emergency Situation

A Learning Bee Academy regularly monitors weather emergencies with a NOAA Alert Radio, and will listen to Emergency Alerting System stations on the radio – WIBC for instructions if an emergency were to arise. The school will follow directions broadcasted on those stations.

Communication With Parents of an Emergency Situation

A Learning Bee Academy will communicate with parents during an emergency through either a text message sent to cell phones and/or a phone call from a member of A Learning Bee Academy staff and/or email. If possible, staff will leave a message on the A Learning Bee Academy voice mail and/or a sign on the door.

Emergency Phone Contact Information for Each Child

A Learning Bee Academy maintains emergency phone and email lists to notify parents of any unexpected events, such as a school closing or an evacuation. The *Emergency Preparedness Information Form* and the *Emergency Form* will be supplied during the enrollment process. These forms must be completed and returned to the office before the child's first day of class. It is important, if possible, that parents provide an emergency phone that can receive text messages. If your phone cannot receive text messages, please let A Learning Bee Academy know so that the school can make other arrangements for reaching you.

- The ***Emergency Preparedness Information Form*** includes at least one out-of-area contact and information for three local emergency contacts.
- The ***Emergency Form*** includes the name and phone number of the child's local physician. The preschool has the right to call the physician or other emergency personnel in case of emergency. It is the responsibility of the parent to keep emergency information up to date.

Shelter and Evacuation Sites and Plans

A Learning Bee Academy is prepared for an emergency shelter-in-place or evacuation. In case of an evacuation, parents will be notified by text, email, or phone call. Please see our Emergency Plan for our evacuation locations and other important details. You may also request a printed copy from the office if you are unable to access the version online.

Serious Injury to a Child: Call 911 or the police. Keep the child calm and comfortable until medical service arrives. Call the child's parents to report the injury. Report the injury to Bright Wheel from the Start - Child Care Services within 24 hours.

Loss of a Child: Call 911 or the police. Call the child's parent to report the loss. Keep the other children calm. Call the neighbors to help assist in the search. Look in the facility, yard, and surrounding area.

Death of a Child: Call 911 or the police. Call the child's parents. Keep the other children calm. Report the death to The Office of Early Childhood and Out of School Learning immediately.

Transportation & Field Trips Policy

Our child care does not provide transportation to school or extra curricular activities occasionally we take field trips and parents are always invited to participate. Child staff ratios will be maintained at all times, and only qualified staff will be used to transport children. If children are transported for field trips, you will know prior to that day. Children will always be restrained in proper seats and seat belts. We have automobile insurance that covers transportation of our childcare business.

- Field trips can be an important enriching experience for our children. Teachers plan trips appropriate for their class that will provide a well-rounded experience.
- Information and permission slips will be sent home in school bags each time a field trip is planned. In order to attend a field trip, each child needs a signed permission slip and/or payment of any necessary fee.
- Any child in the class who requires any type of emergency medication (for allergic reactions, etc.) should be accompanied by one of his/her parents who will bring the child's necessary medication for the field trip.
- No siblings may accompany you and your child on the field trip. A sibling is a distraction for the chaperoning parent and for the group and can present a liability for everyone.
- For each field trip there must be adults with CPR and First Aid training. A First Aid kit and Emergency Forms will be taken on the trip.

Extracurricular Babysitting. We **discourage** center staff members from accepting extracurricular babysitting jobs from parents at our centers. Our teachers are childcare professionals and deserve to be treated as such and should not be viewed as babysitters by parents. In addition, after spending a busy day with children at the center, all staff members need free time away from the children and vice-versa.

We must ensure that all children and parents at the center are treated equally. Teachers who baby-sit the same children could naturally display favoritism toward those children or parents, however unintentional. Such favoritism is unfair to the rest of the children and parents, and would be considered disruptive and unethical behavior.

We realize, that some teachers enjoy baby-sitting and need the extra income that they earn from doing so. We encourage our teachers to baby-sit for families that do not attend A Learning Bee Academy.

Smoking Policy. As you are aware, in a majority of states, employers are required to comply with the Clean Air Act, as well as with other city, state and federal laws governing smoking in the workplace. As such, A Learning Bee Academy policy was designed to provide a smoke-free environment for our children and employees who do not smoke.

Smokers have a responsibility to refrain from smoking in all areas of company premises. This includes the company building, parking lot, playground, any outdoor area, or while on center field trips or functions representing the Company in an area that children in our program may be present.

Any problems regarding this policy should be addressed to the Management. Please remember to observe this policy and respect the rights of your co-workers, both smokers and non-smokers. Retaliatory acts against employees exercising their rights under this Act is strictly prohibited.

ALCOHOL, DRUGS, AND FIREARMS POLICY

A Learning Bee Academy

Reason this policy is important: Young children's natural curiosity may result in experimentation with harmful substances or use of dangerous materials or objects.

Procedures and Practices, including responsible person(s): The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the premises. Possession of illegal substances or unauthorized and potentially toxic substances is prohibited. All staff will maintain sobriety while providing child care. Staff that is inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances will be required to leave the premises immediately and will be subject to disciplinary action. No guns or other lethal weapons will be allowed in the child care setting. Parents required to carry firearms as a function of their job will lock firearms in their vehicle before entering the child care setting.

When this policy applies: The policy is effective at all times, both on the program premises and in vehicles used by the program. It is also enforced when away from the program if on child care business (i.e. field trips and training).

Communication plan for staff and parents: Director will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training.

They will sign that they have read, understand and agree to abide by the content of the policies. During enrollment this policy will be reviewed by the Director with the parents.

Parents will sign that they have read, understand, and agree to abide by the content of the policies.

A copy of all policies will be available during all hours of operation to staff and parents in the policy handbook located in the main office.

Parents may receive a copy of the policy at any time upon request.

A summary of this policy will be included in the parent handbook. Parents and staff will receive written notification of any updates. No smoking signs will be posted at the entrance to inform visitors. Date and

Review Date: This policy is effective 6 / 20 / 2018 and will be reviewed annually or sooner if needed. Parents and staff will be notified of any upcoming policy review.

Safe Conditions and Playground Policy

The following steps will be taken to ensure that your child is safe while at our child care program.

Children will be actively supervised with the required number of qualified adults (adults who have completed a comprehensive criminal history check, drug screen and negative TB test, and have completed all required trainings.)

Our child care will not care for children in areas that are being remodeled, repaired, or painted. The administrator or director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, furnishings, and cribs, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

The child care will take the following steps to maintain the child care:

1. Clean the child care facility daily.
2. Keep the childcare in a sanitary condition at all times
3. Sanitize toys, furniture, and other equipment used by children, weekly and when they become soiled or contaminated.
4. Wash all soiled items prior to sanitization.

A Learning Bee Academy families are welcome to use the playground after school when there are no classes outside.

Families are asked to leave the playground when morning and afternoon classes come outside. It is important to respect the fact that the children who are attending A Learning Bee Academy in the afternoon have paid for the privilege of using the playground and outdoor play area. We appreciate your understanding and suggest you use the play area at Welsh Park during these times.

Whenever parents are on the playground with their child or other children, parents are responsible for supervision of their own child or children after school hours. Please do not leave a child or children alone or unsupervised on the playground at any time.

A Learning Bee Academy asks that all children, under the supervision of their parents, abide by the same guidelines that we use during the school hours while using the playground with their children after school hours

These guidelines include:

- Children must have closed-toe shoes on the playground—sandals and crocs are not safe on the sharp wood chips. (During school hours, be sure you are sending in appropriate play shoes to be worn on the playground, too!)
- The slide is a “down” slide, so children should be going feet first—on bottoms or stomachs. No head first. Children should slide to the bottom of the slide and move out of the way for the next person and should not be standing on or jumping off the slide.
- Absolutely no tree climbing. This includes trees between the parking lot areas.
- No climbing on top of the house--“the climber is for climbing” is the language we use during the school day.
- Playing in the bushes is not allowed.
- If your child is on the playground, you need to be with him/her to make sure that he/she is following these rules and that you are enforcing them to support our teachers during the school day.

- The bikes and other toys from the center are for use of the children during school hours.
- It is important that the children have consistent rules for both school and non-school hours to ensure their safety during the school day. This way, they have a clear understanding of what is acceptable and manageable in a group care situation such as ours.

A Learning Bee Academy reserves the right to prohibit the use of our playground during all hours of operations, 7:00 AM – 6:00 PM.

Volunteer Opportunities

A Learning Bee Academy encourages parents to become involved in the preschool. Teachers regularly include parents in special celebrations and welcome parents who want to share special talents with the class. A Learning Bee Academy also asks that parents share their talents and time to help make the school the special community it is. Here are some ways you can help:

- Class representative/room parent
- Fundraising
- Computer (website, assisting staff with database software, etc.)
- Parent directory
- School beautification
- Outreach/marketing
- Newsletter
- Graphic design
- Sewing
- Library support
- EBay/Craigslist selling

Fundraising

A Learning Bee Academy holds fundraising events to earn money for specific improvements or classroom equipment. These fundraisers will be outlined in written communication. We request that families participate in these events and, in so doing, promote community spirit and financially support our high-quality program.

Some of our past fundraisers have included:

- **Trike-a-Thon**
- **Family Picnic**
- **Silent Auction**
- **Kids Creations**
- **Scholastic Book Fair**
- **Restaurant Nights**

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