



## **Operational Policies and Procedures** **CLUB BUSY BEE**

Our policies are reviewed annually and updated if necessary. If policies or procedures change, we will provide timely written notice to parents. Current Operational Policies and Procedures are also located on our website located at [www.clubbusybee.org](http://www.clubbusybee.org)

### **PHILOSOPHY**

It is the philosophy of Club Busy Bee, that early childhood should be a time of fun, warmth, security, education, exploration, and discovery. Club Busy Bee will provide an atmosphere that encourages social, emotional, physical, and intellectual growth through the children's play and small group instruction. The curriculum includes dramatic play, creative art activities, music, science activities, block play, psychical fitness, nutrition awareness, sensory experiences, outdoor activities, the celebration of birthdays, and holidays. Children will be exposed to shapes, colors, numbers, and letters through developmentally appropriate activities taught using small group instruction.

### **CURRICULUM**

Club Busy Bee's curriculum are Texas Education Agency (TEA) compliant and aligned with TEKS. They provide comprehensive learning programs that embrace children's natural curiosity and encourages them to explore and connect to the world around them. Club Busy Bee reinforces the curriculum and strategies of the host school district.

### **DAILY ACTIVITIES**

The activity plan is designed for a variety of activities daily which include indoor / outdoor play, a balance of active play, and child-initiated activities/ caregiver initiated activities. Club Busy Bee focuses on reinforcement of the school curriculum. Screen time activities (video or computer) are included for children as well.

### **HOURS AND FEES**

We make every effort to keep tuition and fees affordable. However, when our costs rise, we are sometimes forced to pass along the increase to our families. When tuition increases, we will provide timely notice to parents.

### **HOURS OF CARE 744.501 (1)**

Full-time before and after care hours are:  
6:30 a.m. until 7:55 a.m. and School Afternoon Dismissal to 6:30 p.m.  
(Monday – Friday)

### **HOLIDAYS/CLOSINGS**

The Center will be closed on the following days/break times in Katy ISD:

- New Year's Day\*\*



- Spring Break
- Good Friday
- Memorial Day
- 4th Of July\*\*
- Labor Day
- Thanksgiving Break
- Christmas Break



\*\* Holidays that land on Saturday or Sunday will be observed on an alternative day or days during the week before or after the holiday. Anytime the center will be closed a notice will be posted as a reminder.

## **PROCEDURES FOR THE RELEASE OF CHILDREN 744.501 (2)**

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***Before School Participants*** – Students will be released into the campus cafeteria to school staff at the ring of the first bell. They will be checked out in our automated attendance tracking system and a copy of the attendance record sent to the school administration.

***After School Participants*** – Students enrolled in the AFTER-school program will only be released to an individual that is at least 17 years of age and has received proper authorization from the enrolling parent/guardian. All authorized adults shall use the PIN assigned to them. The sharing and use of a PIN assigned to someone else is strictly prohibited and can result in immediate and permanent expulsion from the program.

Students may also be released to law enforcement personnel if students are abandoned at the campus.

## **CHILDREN’S ILLNESS & INJURY 744.501(3)**

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Every effort is made by Center staff to prevent the spread of disease. Even with precautions, children entering care are likely to experience an increase in mild illnesses.

The frequency and severity of these will vary from child to child. If your child exhibits a change in mood or behavior after arriving at the center, a health check may be conducted to determine if your child is ill. The health check may include a visual or physical assessment of the child and/or the use of a thermometer to reveal the child’s temperature.

When a child is ill, they need a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.

We are not licensed to provide get-well care; therefore, ill children must be excluded from our care. If a child becomes ill, we will attempt to contact the child’s parents. If we cannot contact the parents, we will contact the person(s) designated as the emergency contact on the child’s admission form and ask them to pick up the child.

Ill children are expected to be picked up within 30 minutes from the time of notification.



The administrative staff makes the final decision of whether the child can remain in care or if the child should be excluded from care.

**The following conditions are causes for exclusion from the Center:**

- **Fever over 100 degrees.** Children should stay at home at least 24 hours after a normal temperature is achieved WITHOUT the help of fever-reducing medications. For example, if your child goes home on Monday with a fever, they may come back to the Center on Wednesday, if their temperature was normal on Tuesday. The 24-hour waiting period allows your child's immune system to regain strength.
- **Fever over 99 degrees with a stiff neck or back.** Children may return only with a doctor's written permission.
- **Diarrhea** (watery, bad-smelling stools more than once in succession). Children may return when normal function returns.
- **Vomiting** (two or more episodes in the last 24 hours). Children may return when they can retain a light meal.
- **Persistent hacking or congested cough with sore throat** (very red or blistered throat). Children may return with doctor's written permission.
- **Green nasal discharge** (indicated a respiratory infection which requires treatment). Children may return with doctor's written permission.
- **Difficulty in breathing** to the point where child is very uncomfortable or unable to sleep normally.
- **Convulsions.**
- **Persistent pain in abdomen.**
- **Swelling, redness, or throbbing in an injured part of the body.**
- **Undiagnosed profuse rash or blisters on parts of the body.**
- **Unexpected profuse sweating.**
- **Head lice.** Children may return after treatment and removal of all nits.
- **Infectious skin or eye conditions** (such as ringworm, impetigo, or pink eye). Children may return 24 hours after treatment with an antibiotic is begun.

The staff makes every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur. Teachers and Center Staff are trained in CPR and basic first aid procedures. We have implemented the following procedures, should your child experience an injury while at our center.

The teacher will immediately advise the administrative staff. The administrative staff will determine the severity of the injury (i.e., scrapes, bumps, bruises, etc.) We will administer first aid and forward an accident report home with the person that picks up your child at the end of the day.

In case of a serious accident or injury, EMS (911) will be contacted first. Within the limits of their ability, the staff will administer first aid. We will make every attempt to contact you immediately. If we cannot reach you, we will call the person you have indicated on the forms to



make medical decisions for your child. If we cannot reach you, we will release your child into the custody of the emergency paramedics to transport your child for immediate medical care. Staff is prohibited from transporting an injured child. A staff member will remain with your child until you arrive.

*Any medical bills that may arise from an accident are the responsibility of the parent.*

### **MEDICATIONS 744.501(4)**

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We do not administer medication to the children in our care. See exceptions below.

**Exception:** If a child has a recurring medical condition, such as asthma or allergic reactions, the child's parent or health care provider may sign a medication authorization form allowing Club Busy Bee to administer the medication when symptoms occur for up to a six-month period. The authorization must include information on symptoms to watch for.

**Exception:** Texas HHSC Rule § 744.2653 (d) of Minimum Standards for School-Age and Before or After School Programs: Parent Authorization is not required if you administer medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that you administer the medication as prescribed, directed, or intended.

### **PROCEDURE OF PARENTAL NOTIFICATION 744.501 (6)**

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Should there be any situation in which parental notification is warranted, parental notification will first take place via telephone call to the phone numbers listed by parents on the application forms. A courtesy email will also be sent. If the center staff does not receive acknowledgement of receipt and it is an emergency, the center staff will then attempt to contact all persons listed on the application as contacts.

### **DISCIPLINE & GUIDANCE 744.501 (7)**

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**CLUB BUSY BEE UTILIZES THE HHSC DISCIPLINARY & GUIDANCE POLICIES AS IS STATED AS SUCH:**

**(a) Each disciplinary measure must:**

- (1) Be consistent with your policies and procedures.
- (2) Not be physically or emotionally damaging to the child.
- (3) Be appropriate to the child's age and level of understanding; and
- (4) Be appropriate to the incident and severity of the behavior demonstrated.

**(b) A caregiver may only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:**

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.



(2) Reminding a child of behavior expectations daily by using clear, positive statements.

(3) Redirecting behavior using positive statements; and

(4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.



### **Helpful Information**

- Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The goal is to develop personal standards in self-discipline, not to enforce a set of inflexible rules.
- Giving children understandable guidelines and re-directing their behavior helps them to develop internal control of their actions and encourages acceptable behavior.

### **What types of discipline and guidance or punishment are prohibited?**

- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  - (1) Corporal punishment or threats of corporal punishment.
  - (2) Punishment associated with food, naps, or toilet training.
  - (3) Pinching, shaking, or biting a child.
  - (4) Hitting a child with a hand or instrument.
  - (5) Putting anything in or on a child's mouth.
  - (6) Humiliating, ridiculing, rejecting, or yelling at a child.
  - (7) Subjecting a child to harsh, abusive, or profane language.
  - (8) Placing a child in a locked or dark room, bathroom, or closet; and
  - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

### **Helpful Information**

- Child development research supports that physical punishment such as pinching, shaking, or hitting children teaches them that hitting or hurting others is acceptable way to control unwanted behavior or get what they want.
- Children will also mimic adults who demonstrate loud or violent behavior.
- Rapping, thumping, popping, yanking, and flicking a child are all examples of corporal



punishment.



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## **SUSPENSION AND EXPULSION OF CHILDREN 744.501 (8)**

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Because Club Busy Bee operates on school campuses, for suspension and expulsion we defer to the individual school district's policies. If an offense is punishable by suspension or expulsion in the host district, then it will apply to Club Busy Bee as well.

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## **MEALS & FOOD SERVICE PRACTICES 744.501 (9)**

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Club Busy Bee provides afternoon snacks for all participants enrolled in our PM program. If your child has ANY allergies, please ensure that this is documented in the parent portal in your child's record and inform your child's teacher as well.

Snacks will primarily consist of fresh fruit/vegetables, occasional popcorn/chips (once a week), granola bars, fruit juices, water, pretzels, fruit snacks, animal crackers, milk, crackers.

If you choose to send food from home for your child, it is the parents' responsibility to pack nutritious meals and to keep meals cold away from home. Foods brought from home must not pose an allergy risk to children in care. Reference USDA.gov for:

- information on children's nutrition
- safe food storage / maintaining appropriate temperatures
- allergies and food safety

We do not refrigerate, or microwave food brought from home.

We welcome menu suggestions. However, we are NOT able to prepare separate meals for children based on their preferences.

All children will be served the same meal, with the following exceptions:

- A child that is allergic or sensitive to a particular food. In this case, a physician's note is required, which must state which food(s) are to be avoided. In those cases, the identified foods will not be served.
- Families must provide acceptable substitutions if desired. Please notify the Director upon enrollment if this applies to your child.
- Infants are served whenever they are hungry. All other children eat their meals together with their classmates.

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## **IMMUNIZATION REQUIREMENTS 744.501 (10)**

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Immunizations are required of all children attending childcare in the state of Texas. You must show proof of the appropriate immunizations BEFORE your child can attend the Center. This can also be validated through the child's school campus. We must have a written plan of action signed by your child's physician if the immunizations are not meeting the Texas Minimum State Vaccine Requirements for Child-Care Facilities.



***Exception:***

Exceptions for immunization requirements must meet criteria specified by the Texas Department of State Health Services rules in 25 TAC§ 97.62 (relating to Exclusions from Compliance). You must contact the local health department to find out what you must provide to us in lieu of the immunization record.

**ENROLLMENT PROCEDURES 744.501 (11)**

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Parents are responsible for completing enrollment forms prior to care and may be completed online (preferred) or submitted hard copy. Forms are available onsite at your request. ANY POLICY CHANGES WILL BE SENT VIA EMAIL OR YOU MAY REQUEST A PRINTED COPY FROM A CLUB BUSY BEE REPRESENTATIVE AT THE CAMPUS WHERE YOUR CHILD IS ENROLLED.

The admission form contains all the general information needed to enroll your child at the center. Some of the information is required by the Texas Health and Human Services Commission, which licenses our facility. All requested information is essential to the well-being and safety of your child. You must completely fill in all areas of the form on all pages, sign, and return it to the Center at the time of enrollment if completing by hard copy. If information is requested by Club Busy Bee, you must provide the information in order for your child to remain enrolled in the program. Failure to respond to requests for information within 7 calendar days will result in immediate suspension of services until the requested information or documentation has been received.

Parents may update their child's enrollment information at any time by completing / submitting a new admission form to the Director. Admission forms are located on our Parent Portal at <https://app.jackrabbitclass.com/portal/ppLogin.asp?id=532361>.

The Teacher Information Form asks several detailed questions about your child's background and interests. It is used by the onsite staff to get to know their children.

The Health Form includes questions about your child's immunizations, disease history, and medical needs. If you have any additional medical concerns, please talk to your child's teacher or one of the Center's staff.

**WITHDRAWAL PROCEDURES**

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If it is your desire to withdraw from Club Busy Bee, you must provide a written notice at least one week in advance. Failure to provide proper notice, will result in tuition being charged.

Withdrawal requests shall be emailed to [info@clubbusybee.org](mailto:info@clubbusybee.org)

**TUITION AND FEES**

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Tuition is based on facility costs and staffing that we must have available to care properly for your child. Tuition will not be credited, prorated, reduced, or refunded if your child does not attend their enrolled program without proper written notice. Accept as otherwise stated in this



agreement, tuition will not be credited, prorated, reduced, or refunded in the event of unexpected closings, holidays, severe weather closings, absences, vacations, or domestic problems. Exceptions to this policy are made on a case-by-case basis at the discretion of the Director.

Club Busy Bee processes payments electronically and automatically online every week on Fridays or parents may elect to pay by check, money order, or cash at the center. A receipt will ALWAYS be given for payment. If you don't receive a receipt for payment, please contact our corporate office immediately via email [finance@clubbusybee.org](mailto:finance@clubbusybee.org).

Tuition is posted and billed every Friday for the upcoming week. Accounts with outstanding tuition on Monday morning is considered late and will be assessed a late fee. **A fee of \$5.00 will be assessed for each day that an account carries an unsatisfied tuition balance.**

**TUITION RATES FOR SY 2022 – 2023 (Tuition Rates are subject to change)**

- Before School Program - **\$55.00** per week/per child
- After School Program - **\$55.00** per week/per child
- Before & After School Program - **\$70.00** per week/per child
- Drop-In Service - **\$18.00** per Session

***In addition to tuition, the Center has the following required fees:***

At the time of enrollment, an annual (applicable each school year), non-refundable registration fee required. Registration fees are assessed as follows:

- 1<sup>st</sup> Child - \$50.00
- 2<sup>nd</sup> Child - \$40.00
- 3<sup>rd</sup> Child and any additional Children - \$35.00/each

Also, the Center has the following fees which are incurred in certain situations:

- A late pickup fee of \$10.00 is incurred for every 5 minutes (or portion thereof) that a parent is late in picking up a child past the designated pickup time. The latest pickup time is 6:30 p.m.
  - **THESE FEES ARE DUE NO LATER THAN 48 HOURS AFTER YOU HAVE BEEN NOTIFIED OF THE CHARGES.** Late pickup fees that are not settled in full will result in immediate suspension of services until the late pickup fees are paid.
- A returned check fee of \$35.00 is assessed for every check or electronic withdrawal returned by your bank. In addition, if the return causes your payment to be late, you are also assessed the appropriate late payment fee.
- In the event that Club Busy Bee terminates childcare services, a refund will be issued at a pro-rated amount for services that have not been rendered.
- Any account that becomes two weeks delinquent on tuition will be suspended.
- There is an additional \$5 fee for participants to attend the Club Busy Bee After Care Program on district early release days.





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## **Procedures for providing and applying insect repellent and sunscreen 744.501 (19)**

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Club Busy Bee does not apply insect repellent or sunscreen.

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## **Chain of Concern 744.501 (17, 18, &19)**

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When you have a concern, question, or comment, you should consider your child's caregivers as your first resource. They are usually able to answer questions, not only about classroom procedure, but also more general questions about your child's development.

If you have a question or concern which your child's teachers cannot address, or if you feel more comfortable talking to someone else, please feel free to schedule a parent conference with Amani Al-Talib, Program Director at (888) 958-5791 or via email at [info@clubbusybee.org](mailto:info@clubbusybee.org).

Parents may visit and participate in our program at their discretion without appointment at any time while your child is present.

### **Non-discrimination Policy**

The Center is in compliance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), The Age Discrimination Act of 1975 (Public Law 94-135), and the Rehabilitation Act of 1973 (Public Law 93-112). This is an equal opportunity program. No person, in the United States shall, on the grounds of race, color, national origin, age, sex, disability, political beliefs, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination. If you believe you have been discriminated against because of race, color, national origin, age, sex, a disability, political beliefs, or religion, you may lodge a complaint against Club Busy Bee by immediately writing and/or calling the Civil Rights Department, Texas Department of Human Services, P.O. Box 19030, Austin, Texas 78714-9030 512/450-3630.

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## **How to contact childcare licensing 744.501 (20&21)**

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Parents may review a copy of Club Busy Bee's most recent Licensing inspection report online at: [https://www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care/ppFacilitySearchDayCare.aspx](https://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.aspx)

**You may also request to see a copy on-site in the binder.**

**The minimum standards that govern our program may be accessed at:**

[http://www.dfps.state.tx.us/Child\\_Care/documents/Standards\\_and\\_Regulations/744\\_School-age.pdf](http://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/744_School-age.pdf)

**Parents may contact the local Licensing office, access the Texas Abuse and Neglect Hotline, and access the HHSC website at:**

[https://www.dfps.state.tx.us/Child\\_Care/default.asp](https://www.dfps.state.tx.us/Child_Care/default.asp)

**(713) 940-3009 Local Licensing Office**

**1-800-252-5400 ABUSE AND NEGLECT (MALTREATMENT) HOTLINE**



## **Emergency Preparedness 744.501 (22)**

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In the event of an emergency, operating procedures are in place to ensure the safety of children. The same release procedures will be in effect during emergencies. No unauthorized personnel will be able to pick up your child(ren).

### *744.3553(1)(A)*

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The first responsibility of staff in an emergency evacuation or relocation is to move the children to a designated safe area or alternate shelter known to all employees, caregivers, parents, and volunteers.

### *744.3553(1)(B)*

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#### **Evacuation Plans:**

- In some circumstances, parents will be called upon to pick up their children.
- In the event of an emergency, all employees are responsible for moving children to the designated safe area or alternate shelter. Employees are required to guide children who can walk, carry children younger than 24 months of age and who have limited mobility, or who otherwise may need assistance in an emergency, such as children who have mental, visual, or hearing impairments.



# EMERGENCY EVACUATION DIAGRAM

744.3553(1)(C)



*744.3553(1)(D)*

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During a sheltering/lock-down, caregivers will alert children in care and in an orderly fashion, move the children to the middle of the cafeteria and away from all glass windows/doors. The glass on all doors and windows will be covered with dark paper in an active intruder sheltering/lock-down. In case of severe weather sheltering, children will be instructed and guided underneath cafeteria tables to protect from falling fixtures or debris.

In an intruder situation, children may also be instructed to move into a smaller classroom within the middle of the school to be more secure in a smaller space with more obstacles.

*744.3553(1)(E)*

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Alternate Shelter: The staff parking lots.

Should the alternate shelter not be adequate upon an evacuation due to weather or other immediate dangers, the Operations Director or designee will immediately call parents to inform them of the alternative to the alternate shelter.

*744.3553(1)(F)*

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Upon departure and arrival, the director or alternate assistant will have a list of all children that must be accounted for. Together, the director or alternate assistant and the caregivers will verify that all children are present.

*744.3553(2)(A), (B)*

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The director or alternate assistant is responsible for calling the local authorities needed such as: Fire department, ambulance, local police or sheriff, poison control, health department, parents, and HHSC childcare licensing.

The director or alternate assistant is responsible for securing children's emergency numbers, emergency medical authorizations, and attendance sheets during an emergency.

*744.3553(3)(A), (B)*

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Parent and emergency contact phone numbers for each child in care are stored electronically within our system and may be accessed anywhere with an internet connection. In an evacuation or relocation emergency, caregivers will retrieve their cell phones and company tablets to access contact data for children in care, authorization for emergency care, and our child tracking system.

*744.3553 (4), (5)*

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Staff will ensure that children are warm, cooled, and well taken in the case of evacuation or sheltering. Caregivers will assess each child's needs and ensure (with all available resources) that those needs are being met in a timely and safe manner.



Staff members will reunify the children in care with their authorized pick-up personnel or parent(s) with the same dismissal system to ensure that each child is properly accounted for and safely reunited.

When necessary, local authorities will be called, and the following resources may be requested for transportation:

- Transportation may include voluntary use of personal vehicles, city / city-owned vehicles, school /university buses, leased or rented buses, and state-owned or contracted vehicles.
- If additional transportation resources are needed, other local or state government transportation will be called upon for assistance.

### **Emergency Drills**

- Emergency Fire Drills are held monthly
- Sheltering Drills for severe weather are held four times per calendar year
- Lock-down drills for a volatile or endangering person are held four times a year

### **Weather Closures**

Administrative staff may close the center due to an emergency, including but not limited to, severe weather conditions. We are committed to the safety of our children, parents, and employee's. Closures and re-openings will be posted on local television stations and will be emailed to parents.

### **Employee Immunizations 744.501 (24)**

Immunizations are not just for children. Childcare center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Vaccine preventable diseases (VPDs) are conditions which are preventable through vaccines available to protect against specific diseases. A list of VPDs can be found at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines).

Club Busy Bee caregivers are required to only have a negative TB skin test to work with Club Busy Bee. Other vaccines are optional.

All employees must present either an immunization card, doctor's statement, or have a TB skin test read by our Registered Nurse to be compliant with this section. Caregivers may NOT work with children until this has been done.

Your child's safety is paramount and uppermost in our mission. For that reason, no employees are exempt from the required indicator tests or immunizations for any reason unless a physician rules through other means that the caregiver is clear and free of tuberculosis.



No caregiver will be discriminated against or retaliated against for being exempt to the TB skin test. However, should a positive result be determined, that caregiver will be removed from the operation immediately for the safety of your children.

Employee TB skin test results or other detection method will be recorded in their personnel records and signed by the reviewing company officer or Human Resources professional.

Any employee that fails to produce a negative test will be dismissed from the operation until he/she becomes compliant.

### **Clothing & Personal Belongings**

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Children are not allowed to bring personal belongings such as toys or makeup from home. The Center is not and will not be responsible for any items brought from home, including jewelry.

Your child will have the opportunities to experience a variety of activities. Children will use art materials and enjoy outside play, at times. Please do not bring your child/children in clothing or shoes that should not get dirty.

All children will go outside for a minimum of 60 minutes per day, weather permitting. Each child will need one complete set of clothes at the center. Please mark all personal items for easy identification, to include coats, sweaters, gloves, blankets, etc.

\*Club Busy Bee will not replace nor assume liability for lost and/or damaged articles.

### **Tax Statement**

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A statement will be provided before January 31st of each year for those who plan to expense childcare when filing taxes with the IRS. Tax statements are sent to the primary account holder email address ONLY. It is your responsibility to ensure that your email address can accept/receive emails and tax statements from Club Busy Bee.



## **PARENT ACKNOWLEDGMENT**

I \_\_\_\_\_, have read, understand, and accept the policies as written above.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Child Name (First & Last)**

\_\_\_\_\_  
**Child Name (First & Last)**

\_\_\_\_\_  
**Child Name (First & Last)**

\_\_\_\_\_  
**Child Name (First & Last)**