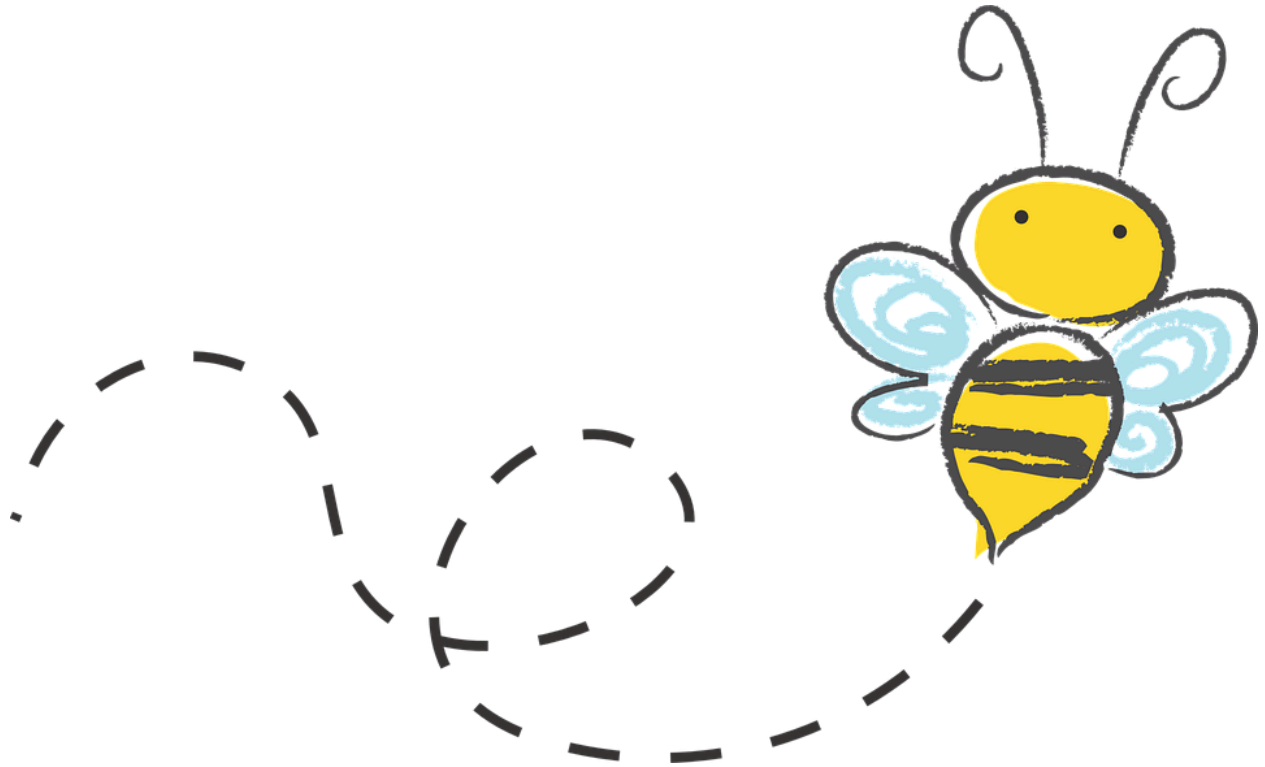


# BUSY BEE'S

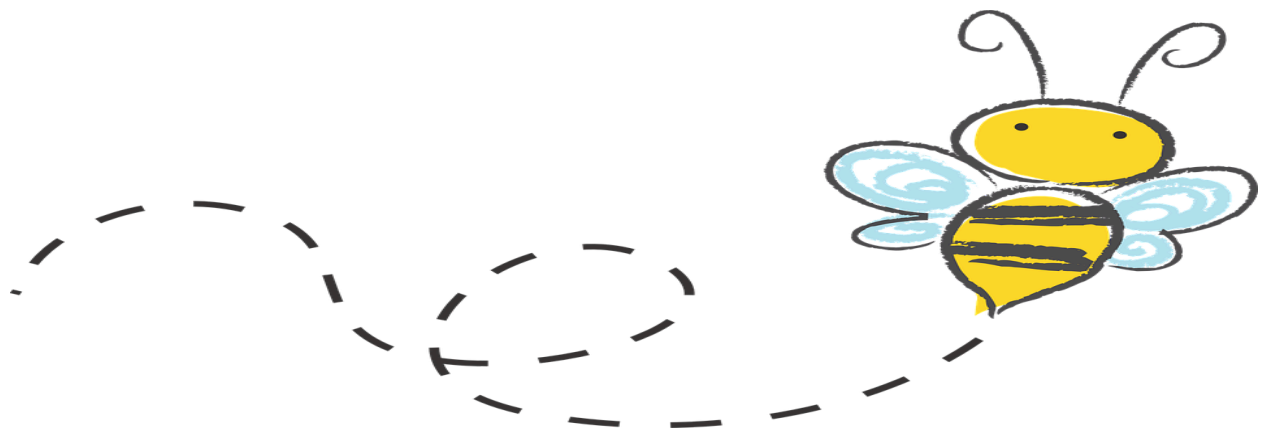


7840 CARR DR  
ARVADA, CO. 80005  
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we are very excited to welcome you to Busy Bee's!

we provide a place where children will be happy to attend and parents will be satisfied with the care that their children receive.

Busy Bee's operates a Before and After School Program as well as a Full Day when school is not in session. our program complies with the rules and regulations of the Colorado Department of Human Services and the Jefferson County Schools Code of Conduct. If you have any questions regarding this handbook or enrollment please contact the Program Director.

# Our Mission and Philosophy

## Mission

To provide quality childcare for all families in our community in a warm, safe, nurturing, loving and educational environment.

Busy Bee's will empower each child in achieving success in mental, physical and emotional growth. We will teach and reinforce respect, responsibility, courtesy and self esteem.

## Philosophy

We believe that every child deserves a safe, respectful, clean and healthy environment.

## Program Description

Busy Bee's provides before and after school child care for school age children ages 5 to 15. We also provide child care on school holidays, non-contact days and fall, winter and spring breaks as well as summer. We provide an environment that is fun, active, creative and safe for your child to play and learn. Our staff is qualified, highly skilled and experienced. We support children with their homework and have a variety of structured activities along with free play time.

## Program Hours

Before school - 6:30 A.M. to 7:45 A.M.

After school - 2:35 P.M. to 6:30 P.M.

School breaks - 6:30 A.M. to 6:30 P.M.

Summer hours - 6:30 A.M. to 6:30 P.M.

## Enrollment

Enrollment into our program will require all applicable forms to be completed and returned with a non-refundable \$75.00 registration fee.

Forms include:

- Enrollment Form
- Emergency Contact/Child Release Form
- Updated Immunization Record
- Consent Form

Registration will need to be submitted and updated on a yearly basis along with the yearly registration fee.

If your child is currently taking medication or has any allergies that would require the program to administer medication, the proper medication forms must be completed. The medication forms must be signed by the child's current physician and parent or guardian before any form of medication can be administered or kept on site.

## Withdrawal From the Program

If you wish to withdraw your child from the program please let the director know of your intentions. Please note: that if you would like to return, a new enrollment form along with the \$75.00 fee will need to be completed.

## Payment Policy

Payments are due on wednesday's of the week prior to attendance. A child's spot is not guaranteed if payment is made after the deadline.

If an increase of fees is necessary, parents will be given a one month notice.

## Fees

Full Day	\$43.00 + the cost of the field trip and transportation
Before School	\$14.00
After School	\$24.00
Delayed Start	\$17.00
Late Pick Up	\$1.00 per minute, starting at closing time

Credit Cards accepted, Please make checks payable to:

Busy Bee's.

CCAP/TNAF (Child Care Assistance Program) is accepted.

## Discounts

Families with multiple children will be given a 10% discount on fees after the full fee is charged to the first child.

## Credits

Busy Bee's will **ONLY** give credit when there are any school closures due to weather or emergencies.

## Calendars for Attendance

Please fill out the calendar with the times and dates of attendance and turn it in so that we can ensure the proper staffing. If a child comes on a day that their calendar is not marked for, attendance will be considered a drop-in.

## Vacations and Absences

Please notify Busy Bee's if your child is going to be absent on their scheduled day. We will call a parent/guardian if there is an unknown absence.

Please notify Busy Bee's of any vacations &/or extended absences.



## Drop-in's

We understand that sometimes there are unplanned situations that can arise and may require our services with short notice. We welcome registered children to be dropped in only for emergency situations. Please call to ensure space availability and proper staffing.

## Late Arrivals

There is no discount for late arrivals. If a child is scheduled to participate on a field trip and is going to be late, please call to make arrangements. The parent may be asked to drop their child off at the planned destination and must be signed in with a Busy Bee's staff member.

## Late Pick-up

If a child has not been picked up within 5 minutes after closing time, a staff member will attempt to contact the parent or guardian. If the staff member cannot successfully contact a parent or guardian, they will call an authorized person on the child's pick up list. If the staff member is unable to make contact, the police will be notified. Children will never be left alone or allowed to leave with a staff member. Our procedures ensure that all children are picked up before all staff members leave the building.

## Program Closures

Busy Bee's does not provide child care on the following days:

- New Year's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday after
- The Friday before winter Break
- Christmas Eve & Christmas Day
- December 26th through January 2nd
- MLK Day
- Presidents' Day

## Canceled or Delayed Starts

If the school is closed due to weather or an emergency Busy Bee's will automatically close. If the school closes mid-day, the program will also close & the parents will be notified to pick their children up at the school. If the school is on a delayed start due to weather, Busy Bee's will be on a delayed start.

## Money and Personal Belongings

Busy Bee's is not responsible for lost or stolen personal items. Children will be responsible for their own money, that should only be brought when going on a field trip where money can be spent.

## Movie Policy

On occasion, Busy Bee's will show movies to the children. All movies will be age appropriate and previewed prior to being shown. Please note, the parent permission form must be signed.

## Children with Special Needs

Busy Bee's provides childcare for children with special needs that is protected by "the Americans with Disabilities Act of 1990" as long as their specific needs can be reasonably accommodated. Prior to the child attending, the director and the parents will have a meeting to discuss what will be necessary for the child to be successful.

If the child is not successful or the staff is having difficulty meeting the needs of the child, the director will meet with the parents to talk about adjusting the accommodations. If the alternative accommodations are unsuccessful, it would be in the best interest of the child for the parent or guardian to make other arrangements and will be asked to do so.

# Safety and Security

## Sign In/out

All children must be signed in and out by a parent, guardian or an authorized person. No child will be allowed to sign themselves in or out. Please note, this procedure should not be disregarded and can result in dismissal from Busy Bee's. Please update any changes in a child's contact information. we must have the appropriate names and numbers in case of an emergency.

## Unauthorized Pick Up

only a parent, guardian or authorized person will be allowed to pick children up. If a person is unknown, they will be asked to show identification that will be checked against the child's pick up list. If that person is not on the pick up list, a parent or guardian will be contacted for approval.

## Emergency Procedures

In the event of an emergency we will follow the building plan. Children will remain with Busy Bee's staff until a parent or guardian arrives. In a situation where we would have to evacuate the building, our location would be Foothills Community Church, in which we have a written plan for any child with disabilities and those with access and functional needs. In the event of a fire, the children will exit through the appropriate fire exit and instructions will follow. In the event of a tornado, the children will be moved to the designated safe area in the building until we get the all clear signal, (Shelter in Place). In the event of an active shooter on the premises, we will go into a "Lockdown". Our reunification plan will begin following any emergency to reunite the children with their families.

All drills are practiced and recorded:

- Fire Drill
- Evacuation Drill
- Lockdown Drill
- Active Shooter on Premises Drill
- Shelter-In-Place Drill

## Program Location

Busy Bee's is located at Warder Elementary, 7840 Carr Dr. Arvada, Co. 80005. We are based in room #115 and have access to the cafeteria, gym, and playground.

## Location of Children

To locate children please come to the back of the school and knock to enter through the outside door. In the event that we are out of the room, a note will be posted giving the directions as to where we are.

## Transportation for Field Trips

All transportation vehicles are approved by Busy Bee's prior to each field trip. Children will be briefed on the safety rules and appropriate behaviors while riding along. If on a walking field trip we will remind children of the safety rules prior to leaving. All children attending field trips will need to have a signed permission slip.

## Lost Children

A supervisor will immediately be notified if a child is lost. An immediate search of the surrounding area and/or building will be conducted. If, after the initial search, the child is still missing, a staff member will notify the parent or guardian. Upon parent or guardian notification, if the child is still not located, the local police department will be contacted.

## Visitors and Volunteers

Busy Bee's welcomes authorized visitors and volunteers. All visitors and volunteers must check and sign in with a staff member and provide identification and purpose for the visit. If a volunteer, parent or guardian is invited to participate in activities or attend a field trip, that person will not be counted in the staff to ratio number and cannot be left unattended with other children in the program.

# Health

## How Sick is Too Sick?

### When Children and Staff Should Stay Home from School or Child Care

Evaluation of a sick child must consider which diseases are  
currently circulating  
among students, staff, and the community. Known exposure  
to cases or an outbreak  
of a contagious disease (including but not limited to those  
listed here), even without  
a confirmed diagnosis, may necessitate more stringent return  
to school  
requirements.

During Colorado's ongoing response to the COVID-19 pandemic,  
children and staff  
who have symptoms consistent with COVID-19 should receive  
testing and follow the  
COVID-19 isolation guidance until testing is completed or if they  
test positive. If the  
individual tests negative for COVID-19, the individual should then  
follow the  
recommendations for their disease or symptoms using the  
below guidance.



There are four main reasons to keep children and adults at home:

1. The child or staff is at risk of infecting others with COVID-19 or another contagious illness, either because of symptoms or recent close contact.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overtly tired, fussy or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has symptoms or an illness is on this list, and staying home is required.

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303-692-2000 [www.colorado.gov/cdphe](http://www.colorado.gov/cdphe)

Jared Polis, Governor | Jill Hunsaker Ryan, MPH, Executive

Director

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## guidance for COVID-19

### Symptoms

Child or staff member must stay home?

COVID-19 symptoms which  
must be fully resolved  
before a child or staff  
member returns to school

- Feeling Feverish,  
having chills or  
Fever

(Temperature of  
100.4°F or greater.

Babies who are 4  
months or younger  
need to see a doctor

right away for a  
fever of 100°F or  
higher)

- Shortness of breath  
or difficulty  
breathing

- Nausea,  
vomiting/Throwing  
Up

- Diarrhea

(Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine)

- Cough\*

Yes - These symptoms are often present in individuals with COVID-19 and other contagious infectious disease, and a person with any of these symptoms (whether new or worsening from baseline) should first receive a diagnostic test for COVID-19.

When to seek emergency medical attention

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips or nail beds, depending on skin tone

These are not all possible symptoms. Please call your medical provider for

any other symptoms that are severe or concerning to you.  
Call 911 or call ahead to your local emergency facility. Notify  
the operator

that you are seeking care for someone who has or may have  
COVID-19.

If all symptoms are consistent with the usual symptoms of a  
known chronic

condition and the child is otherwise well enough to return to  
school, no

further evaluation is necessary.

If the test is positive, or the individual has not yet been  
tested, the

individual should follow CDPHE's isolation guidance,  
<https://covid19.colorado.gov/isolation-and-quarantine>. Further  
guidance

for the school or child care can be found at

[https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-](https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance)  
school-guidance.

If the test is negative AND the symptoms are explained by a  
specific

illness other than COVID-19, then the child or staff can return  
to school or

child care following exclusion guidelines for that illness.

If the test is negative and the illness is not explained by a new illness or a known chronic condition, the ill individual should still stay home until symptoms have been resolved for at least 24 hours without medication.

\*Students and staff may return if the cough is not fully resolved following discussion with a care provider.

COVID-19 symptoms which must be improving before a child or staff member returns to school or child care

Yes - These symptoms are often present in individuals with COVID-19, and a person with any of these symptoms (whether new or worsening from baseline) should receive a diagnostic test for COVID-19. If all symptoms are consistent with the usual symptoms of a known chronic condition and

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- Sore throat
- Runny nose or  
congestion
- Muscle or body  
aches
- Headache
- Fatigue
- New Loss of Taste or  
Smell\*\*

the child is otherwise well enough to return to school, no  
further  
evaluation is necessary.

If the diagnostic COVID test is positive, or the individual has  
not yet been  
tested, the individual should follow CDPHE's isolation guidance,  
<https://covid19.colorado.gov/isolation-and-quarantine>. Further  
guidance

can be found at <https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance>.

If the diagnostic test is negative and the symptoms are explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.

If the COVID test is negative and the illness is not explained by a new illness or a known chronic condition, the ill individual may return to school as long as all symptoms are improving and cough, shortness of breath, fever, diarrhea and vomiting have fully resolved.

\*\*\*Loss of taste or smell can persist for weeks or months.

This condition does not need to be resolved or improving before an individual returns to school or care.

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Guidance for Symptoms  
Not Due to a Specific  
Disease, Following a  
Negative COVID Test

Child or staff must stay home?

Diarrhea

Frequent, loose, or watery  
stools (poop) compared to  
normal ones that are not  
caused by food or medicine.

Yes - unless the diarrhea is related to an existing chronic  
condition, is explained  
by a diagnosed condition not requiring the person to stay  
home, or is consistent  
with the person's baseline.



The child or staff member may return to school or child care  
24 hours after their  
last episode of diarrhea unless the diarrhea is caused by an  
illness that requires  
them to stay home longer. If the diarrhea is explained by a  
specific illness, then  
the child or staff can return to school or child care following  
exclusion guidelines  
for that illness.

### Fever

Fever is a temperature of  
100.4°F or greater. Babies  
who are 4 months or younger  
need to see a doctor right  
away for a fever of 100°F or  
higher.

Yes - The child or staff member may return to school or child  
care if the fever has  
been resolved for 24 hours without fever reducing  
medications unless the fever is  
caused by an illness that requires them to stay home longer.  
If the fever is  
explained by a specific illness COVID-19, then the child or staff  
can return to

school or child care following exclusion guidelines for that illness.

Flu-like Symptoms

Fever

Sore throat

Runny nose or congestion

Yes - Children and staff may return to school or child care as long as they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms are improving unless the symptoms are caused by an illness that requires them to stay home longer. If the symptoms can be explained by a specific illness, then follow the exclusion guidelines for that illness. In consultation with a healthcare provider, additional evaluation for flu-like illnesses, sore throat, and upper respiratory symptoms may be appropriate, including evaluation for strep throat.

Vomiting/Throwing Up Yes - Unless the vomiting is related to an existing chronic condition or is

explained by a diagnosed condition not requiring the person to stay home. If the vomiting is unexplained and inconsistent with the person's baseline state of health, the child or staff member may return 24 hours after their last episode of vomiting. If the vomiting can be explained by a specific illness, then follow the exclusion guidelines for that illness.  
If a child with a recent head injury vomits, seek medical attention.

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Guidance for Specific Diagnosed Illnesses

Child or staff must stay home?

Chicken Pox Yes - until the blisters have dried and crusted  
(usually 6 days), or in  
immunized people without crusting until no lesions within 24  
hour  
period.

Conjunctivitis (pink eye)  
Pink color of eye and thick  
yellow/green discharge

No - children and adults do not need to stay home unless  
they have a  
fever or are not able to participate in usual activities. Call  
your doctor  
for advice and possible treatment.

COVID-19 (clinical  
diagnosis, symptoms  
without testing, or a  
positive diagnostic test)

Yes - children and staff who have suspected COVID-19 or who  
have been  
diagnosed with COVID-19 must be excluded and follow  
CDPHE's isolation  
guidance.

Guidance for schools and child care settings can be found here:

<https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools>

Fifth's Disease (parvovirus) No - the illness is no longer contagious once the rash appears.

Hand Foot and Mouth Disease (Coxsackie virus)

No - unless the child or adult has mouth sores, has uncontrollable drooling or is not able to take part in usual activities.

Head Lice or Scabies Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment.

Hepatitis A, Salmonella, Shigella, or Shiga-toxin Producing E. coli

Yes - children and staff may return to school or child care when cleared by the health department.

Herpes No - unless there are open sores that cannot be covered or there is

uncontrollable drooling.

Impetigo Yes - children and adults need to stay home until 24 hours after

antibiotic treatment has started.

Ringworm Yes - children may stay at school or child care until the end of the day

but cannot return until after they have had the first treatment. Keep

the area covered for the first 3 days if participating in activities with

person to person contact.

Roseola No - unless there is a fever or behavior changes.

Influenza Yes - Children and staff should remain out of school or child care until

they are fever-free for 24 hours without the use of fever-reducing

medications and other symptoms have been improving for 24 hours.

Croup, RSV (Respiratory No - It is recommended that children and staff remain out of school or

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### Illness or Injury

All staff members are trained in CPR, First Aid, and Universal Precautions and are able to handle minor injuries. If a child sustains a non-emergency injury, a staff member will treat and fill out an accident/injury report to share with parents or guardians upon arrival. If a child sustains a serious injury such as a head injury or suspected broken bone, the parent or guardian will be notified along with a 911 call. In case of illness, a parent or guardian will be notified to pick the child up immediately. If the parent or guardian cannot be reached, the designated emergency contact will be notified.

## Prescription Medications

If your child should require any medication while attending Busy Bee's, please have the proper medication forms filled out and a trained and delegated staff member will administer the medication. Busy Bee's is in compliance with Section 12-38-132 C.R.S. of the Nurses Practice Act for storing and administering medications. The medication must be brought in by the parent or guardian, never sent with the child.

## Over the Counter Medications

Administration of over-the-counter medication has the same procedures as prescription medications. Please obtain the proper forms and information needed.

## Immunizations

An immunization record must be provided and kept up to date by the parent or guardian.



## Communicable Illnesses

If a child shows signs of a communicable illness such as; lice, conjunctivitis (pink eye) or chicken pox, they will be separated from the other children and parent or guardian will be notified to pick up the child.

The director will report any communicable diseases as outlined by the Colorado Department of Health. Children may return when they are no longer contagious, however a note may be requested verifying the treatment. State rules require that the program anonymously notify all families of any contagious illnesses. In addition, parents or guardians need to notify the director if their child has been exposed to a contagious illness.

## Snacks and Meals

We encourage parents or guardians to pack their child a healthy snack. For non-school days please make sure your child has an adequate amount of snacks and a lunch that doesn't require being heated (please include the condiments and utensils as well).

## Extreme weather

If the weather is extremely hot, cold or stormy, we will remain indoors. However, in most cases we will not restrict the outdoor play, so please send your child with the appropriate attire for all occasions. Please label their items clearly. During extremely hot summer days, we will limit the children's outside time and have alternative activities indoors.

## Sunscreen

Parents are responsible for supplying sunscreen for their children labeled with their name. With the signed permission portion of the enrollment packet, Busy Bee's staff will monitor and assist children with the application of their sunscreen as needed throughout the day.

## Reporting Child Abuse

All staff members are required by law to report any form of child abuse, obvious or suspected. All reports are strictly confidential and will only be reported to the County Social Services.

Upon request, parents or guardians may review the child abuse reporting procedure.

Please call:

Jefferson County 303-271-4357

Denver County 720-944-3000

Adams County 303-412-5212

Arapahoe County 303-636-1750

## Discipline

The expectation of all children is to follow the program rules at all times without exception. The Jeffco Schools Code of Conduct rules will be implemented as well.

We teach the children that they are responsible for their own behaviors. Guidance strategies will be used in a positive way and include redirection, discussion, separation and natural consequences. The staff teaches and encourages children to problem solve. Negative and/or physical methods of discipline are prohibited. Positive incentives and praise for appropriate behavior will help to reinforce the positive behavior.

## Warnings, Suspensions and Dismissals

All children must abide by all the rules of Busy Bee's and the school to continue in the program. If a child is involved in behavior that is noncompliant, damaging to property or persons, continuous disruptive behavior, leaves the area of supervision while attending the program, is disrespectful or uses abusive language, a formal meeting will be scheduled with the family. If the behavior continues, to help the child be successful a written Behavior Plan will be put in place. A formal meeting will be conducted with the parent/guardian, child and Busy Bee's director to review the Behavior Plan. If the Behavior Plan is not followed, parents or guardians will be notified and the child will be suspended for two days. Noncompliance of the Behavior Plan will result in the child being dismissed from the program.

## Complaints

This program is licensed by the Colorado Department of Human Services and fully complies with all of the state mandated requirements. If you believe that this program has deviated from its obligation as a child care provider, please contact the Colorado Division of Child Care which is listed below.

The Colorado Department of Early Childhood  
710 S Ash Street  
Denver, Co 80246  
Phone number : 1-800-799-5876