



Bethany Busy Bee Early Learning Center

2026-2027

Parent Handbook

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Revised 8/21/2026



A happy place, “buzzing”
with learning activities and
enjoyable experiences
for your child.

This handbook informs parents of our history, philosophy, policies and procedures, and our commitment to the families and the children we serve. We all benefit from this partnership with our parents.

Train up a child in the way he should go, and when he is old he will not depart from it.
Proverbs 22:6

2026-2027 Bethany Busy Bee Parent Handbook

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PARENT HANDBOOK OF POLICIES AND PROCEDURES

BETHANY BUSY BEE EARLY LEARNING CENTER

GENERAL SCHOOL AND TUITION INFORMATION

Welcome to Bethany Busy Bee. We hope that the information you find in this handbook will be helpful in answering any questions you may have regarding your child's time here. Please feel free to speak with your child's teacher or the Director if you need further information.

PURPOSE and MISSION (1.1)

Bethany Busy Bee partners with parents and the church to offer families an excellent early childhood education in a loving Christian environment. Deut. 6:6-7

PHILOSOPHY

We believe that God has specially created each person with unique abilities and needs. Our aim is to help each child mature spiritually, socially, emotionally, academically, and physically; recognizing and developing their distinct, God-given abilities and addressing their individual needs. We believe that parents are the primary teachers of their children. Our intent therefore is to assist parents by reinforcing the truths of God's word and His love for all people; and teaching the skills and knowledge which will equip them for success in the years ahead.

HISTORY

In the late 1970s an organization rented space from Bethany for a small school. Then in 1981 George Kenworthy, the pastor of Bethany, asked Sharon Eggert & Jan Schwarz to begin a school to reach out to this community. Sharon & Jan went through the neighborhoods near Bethany handing out fliers and Bethany Busy Bee began that fall with just two classes. Bethany Busy Bee moved upstairs in 2001 and has grown over the years to six classrooms serving over 140 children from 1 ½ to kindergarten age with a balanced early childhood education in a loving, Christian environment.

Several families from Calvary Bethany have their children enrolled at Bethany Busy Bee; however, most of our students are from the surrounding community. We welcome students from many different ethnic, socioeconomic and faith backgrounds. Bethany Busy Bee is excited to now be serving the second generation of some of our families.

GOALS (1.1)

Bethany Busy Bee fosters a Christlike culture characterized by a compassionate, caring, and respectful environment that is sensitive to the diverse backgrounds and cultures, as well as varying needs of each student and family by providing intentional connections with our staff. (4.1, 4.2) The school provides student activities that are consistent with the school's mission, varied in focus, and reflective of the needs and interests of students. (20.3) It provides a biblically based instructional program that integrates a biblical worldview throughout each domain. (7.1) The teacher provides mentoring, discipleship experiences, and spiritual support for each of their students to foster an emotionally healthy environment. (2.2, 20.1)

Spiritual: God loves us and cares for us, and so we seek to show and reinforce HIS love towards each student and family we meet. Our desire is to partner with the parents in providing spiritual training, teaching the children about the love of God; and, to know and follow the truth found in His Word, the Bible. Psalm 119:105 This is an integral part of Bethany Busy Bee's program and our outreach. (2.2)

Social: Our overall goal is to help each child develop good interpersonal relationships, learning to work out conflicts and interact with others in a positive way, using scripture to encourage kindness,

compassion, and gentleness. We emphasize cooperative play situations because we believe that communication and socialization skills are high priorities for the young child. Students are beginning to learn self-control, how to follow directions and function in a group setting. (20.1)

Emotional: It is our deep desire that each child feel loved, respected and honored. Their independence and self-confidence will be strengthened as we help each one realize that she/he is valued and competent.

Academic: Bethany Busy Bee provides children with a solid foundation for success in life-long learning. Our goal is to provide a positive, engaging and challenging environment with opportunities for the children to learn as much as they can. They will be regularly engaged in art, science investigations, solving problems, sorting, classifying, comparing, counting and making patterns for reading and printing.

Physical: We strive to offer appropriate opportunities that will aid the children in developing both gross motor and fine motor skills – from balance, to dance during Music and Movement, throwing and kicking to cutting and writing. The songs and dances are about 50% spiritual and 50% traditional preschool songs or classic music. (17.1)

TEACHERS AND STAFF – CREDENTIALS

Bethany Busy Bee boasts highly qualified and experienced staff. Each staff member meets or exceeds State School Standards. Teachers are required to have extensive experience and education in Early Childhood. They complete annual professional development for a growth mindset focusing on best practices and meeting student needs, as well as training and education supporting biblical worldviews. All staff have a personal relationship with Jesus Christ and commit to a statement of faith that details the program's biblical foundations and beliefs. (10.1, 12.1, 12.2)

All the staff of Bethany Busy Bee have been fingerprinted. The Colorado Bureau of Investigation has completed a background investigation clearing each of them for employment in a childcare environment. The employees are registered with the Central Registry of the Department of Human Services, and have the education and training required for teaching or assisting in a school. We prohibit any volunteers or male staff members from being left alone with any child or to assist with bathroom breaks or needs to safeguard the children and protect the integrity of our staff, the school, and our church.

Bethany Busy Bee complies with applicable federal and state civil rights laws and does not exclude, deny benefits to, or otherwise discriminate against any individual on the basis of race, color, ethnic or national origin, ancestry, age, sex, gender, sexual orientation, gender identity and expression, religion, creed, political beliefs, or physical or mental disability, marital status, treatment or participation in, or receipt of the services and benefits under any of its programs, services and activities in employment.

AFFILIATIONS

In efforts to provide a high-quality school education, Bethany Busy Bee is affiliated with the following organizations that audit practices, methods, tools, equipment, staff experience and training, parent involvement, communication, and rules and regulations that are offered at our program. Colorado Shines, formerly known as Qualistar, rated Bethany Busy Bee as a Level 4 program (4.9 out of 5 possible levels). We participate in the rigorous **Colorado Shines Quality Rating Plan**, which invites experts in early childhood to conduct unannounced classroom observations and collect parent surveys to establish a rating of the school's performance as compared to best practices. Bethany Busy Bee utilizes **Teaching**

Strategies Gold to record observations and document each child's progress throughout the school year. We are accredited by the **Association of Christian Schools International** and associated with the **Early Childhood Christian Director's Association** for best practices in Christian education. We also partner with **Developmental Pathways, All Health Network, Young Athletes Special Olympics, Arapahoe Community College and Metropolitan University** to provide resources, services for our children, and support for our families and staff. Bethany Busy Bee has been licensed by the **State of Colorado since 1982**.

CHILDREN WE SERVE (1.3)

Bethany Busy Bee accepts children ages 1½ years to 8 years old by October 1st of the current school year. Bethany Busy Bee complies with applicable federal and state civil rights laws and does not exclude, deny benefits to, or otherwise discriminate against any individual on the basis of race, color, ethnic or national origin, ancestry, age, sex, gender, sexual orientation, gender identity and expression, religion, creed, political beliefs, or physical or mental disability, marital status, treatment or participation in, or receipt of the services and benefits under any of its programs, services and activities in enrollment.

Bethany Busy Bee Early Learning Center is a UPK provider for children that turn 4 years old by October 1st All children in Colorado can register for up to 15 hours per week of free, high-quality preschool in their year before kindergarten through Colorado's Universal Pre-K (UPK) Program. **Lunch Bunch can be included to meet these hours.** A registration fee is required to be paid by the parent to enroll. **For more information, please visit UPK.colorado.gov.**

Bethany Busy Bee Early Learning Center is also a Colorado Child Care Assistance Program (CCCAP) provider. The Colorado Child Care Assistance Program (CCCAP) helps families that are homeless, working, searching for work or in school find low-income childcare assistance. Families that are enrolled in the Colorado Works Program can also use CCCAP services. **For more information, please visit cdec.colorado.gov › colorado-child-care-assistance-program-for-families.** **Families approved for CCAP do not need to pay a registration fee. Busy Bee does assist all approved CCCAP families with additional tuition assistant funds by completing our Tuition Assistance Application, in an effort to increase the funds for their tuition coverage.**

The staffing ratios for our classrooms are:

Required Ratios:	Busy Bee's Ratios:
1 to 5 ratio for our 18 month – 2 ½ year old class	1 to 4
1 to 8 ratio for our 2.5- to 3-year-old class	1 to 5
1 to 10 ratio for our 3.5 - 4-year-old class	1 to 8
1 to 11 ratio for our 4 - 5-year-old classrooms	1 to 7
1 to 15 ratio for our 5 and older Kindergarten class	1 to 5
1 to 15 ratio for our 6 and older Homeschool class	1 to 5

Reductions in the class size and improvements in the staff to child ratios are a high priority each year. **Our program follows NAEYC teacher-child ratios.** Currently our teacher-to-child ratios are better than the recommended NAEYC ratios.

THE BETHANY BUSY BEE SCHEDULE

For the 2026-2027 school year, Busy Bee is moving to a soft start process that allows families a window of time to bring their children to school. Our window will be from 8:30 - 8:45 a.m. The hope is that this will allow more flexibility for families, ease congestion at the bathroom sinks, and provide a smooth transition into the classroom for the children.

- **Daily Schedule:** The school operates daily from **8:30 a.m. drop-off time to 12:00 p.m. pick-up time.**

The school class schedule is as follows (order may vary slightly from class to class):

8:30 – 9:45 Arrival, Free Play, and Learning Centers – Children participate in teacher-guided and child-directed learning activities including dramatic play, blocks, art, sensory exploration, literacy, math, science, and fine motor activities. Teachers work individually and in small groups to support skill development, creativity, and social interaction.

9:45 – 10:05 Morning Circle Time and Devotions –Prayer, Bible verse, calendar, weather, letter and number recognition, colors, shapes, theme activities, and discussions that build classroom community and kindergarten readiness.

10:05 – 10:25 Music, Movement, and Gross Motor Activities – Structured teacher-led activities including songs, rhythm instruments, movement games, exercise, and coordination activities that promote physical development and self-expression.

10:25 – 10:35 Bathroom and Handwashing – Children practice independence, self-help skills, and healthy habits.

10:35 – 10:50 Snack and Fellowship Time – Children enjoy a healthy snack while practicing table manners, conversation skills, gratitude, and friendship building.

10:50 – 11:20 Outdoor or Indoor Recess – Gross motor activities, cooperative play, social skill development, exploration, and physical fitness.

11:20 – 12:00 Bible Time and Enrichment Activities – Bible stories, prayer, worship songs, character-building lessons, story time, show-and-tell, STEM exploration, puzzles, fine motor activities, creative projects, and review of the day's learning.

Our daily schedule is designed to nurture each child's spiritual, academic, social, emotional, and physical growth in a loving Christian environment.

Extended Day Options: 12:00 pm – 1:45pm

Lunch Bunch Enrichment Program is offered to children enrolled in Busy Bee as a drop in or enrolled as an added program. Children must be 2 ½ or older to attend. Elevate your child's school day experience with our Lunch Bunch program, where children enjoy a teacher-led planned activity, free time, along with eating their own lunch (**that parents send**) with their teachers and peers, which is a great opportunity for good table manners. Lunch bunch is an enrichment program with activities such as **soccer, cooking, board games, art, and dance**. These activities work to encourage physical motor skills, creativity, teamwork, following instructions, taking turns, and social etiquette. Offering a well-rounded mix of active, creative, and social enrichment, every day brings new moments of connection, growth, and joy. Please note activities may change.

- **The current anticipated Lunch Bunch schedule is:**

- **Mondays - Soccer with Colorado Soccer**
- **Tuesdays – Music with Mrs. Mary**
- **Wednesdays – Art with Mrs. Hool**
- **Thursdays – Language explorations with Ms. Annette (German); Ms. Perla (Spanish) and Ms. Anna (Russian).**
- **Fridays – Science with Ms. Vicari**

The cost of a single Lunch Bunch is **\$35.00**, which can be paid on that day, or included with your invoice with your monthly tuition. Lunch bunch costs can be reduced when regularly scheduled for one or more days per week as a one-year commitment. Please see prices under the Fees section of this handbook or our website BethanyBusyBee.org under the “Fees” tab.

Mother's Day Out--This **once-a-week** program takes place on **Friday** from **8:30 am to 1:45 pm**. During this time the children follow the school class schedule and eat lunch - an ideal opportunity for

social conversation as well as learning to use good table manners. The day is structured to include music and gross motor activities with the other classes, as well as many social learning opportunities. **Children must bring their own lunch.**

Busy Bee's K–2 Homeschool Enrichment Program is designed to support homeschooling families by providing a strong academic enrichment experience within a Christ-centered learning environment. Our program partners with families to complement and enhance their homeschool journey through engaging instruction, meaningful exploration, and community connection.

Our dedicated teachers foster a nurturing atmosphere where each child's God-given gifts and abilities are recognized and encouraged. With small class sizes and individualized attention, students are challenged academically while growing in confidence, character, and a love for learning.

Meeting once a week on Fridays, Busy Bee's offers a structured, academically rich program that reinforces foundational learning through hands-on, interactive experiences. Students engage in a variety of subjects, including Early American History, U.S. Geography, Science and Nature Study, Art, Music and Bible.

Our curriculum encourages critical thinking, curiosity, and discovery. Students participate in science experiments, nature investigations, hands-on projects, and age-appropriate activities that develop observation, reasoning, and problem-solving skills. They learn to ask questions, make predictions, test hypotheses, and explore the world around them through a biblical worldview.

All subjects are taught from the foundational truth that God is the Creator of the universe. As students study history, science, geography, and the arts, they are encouraged to recognize His wisdom, creativity, and design throughout creation.

The monthly tuition is \$190 for 9 equal payments from September through May, the registration fee still applies. Homeschool registration form, the registration fee, and the last month's tuition that is pre-paid for May by August 1st.

REGISTRATION INFORMATION

The registration form indicates your preference for class placement and offers the opportunity for you to grant permission to include your child's name, address, and phone number on the class list. This form also provides a section for allergies and special service needs. A **non-refundable registration fee of \$200 per child or \$300 per family** is submitted with the Registration Form at the time of registration for each child. This amount holds the space in the class for the student and does not apply toward other fees or tuition. Everyone enrolled is required to pay the registration fee except for approved CCAP students per CCAP regulations.

ENROLLMENT FORMS

According to Colorado state law, the five forms listed below must be on file **each school year before the child's first day of school**. There is no grace period for compliance. Every year, Human Services audits school files to ensure these forms are completed, signed and in each child's file.

1. **Student Information & Permission Form**—This information form is **required each school year** and helps the teacher get to know the family priorities, interests, home routines, cultural and social practices, and/or goals that inform interactions and instruction with children. It also provides written consent to: use the stairs to go to the gym; watch occasional short videos that are appropriate to the current curriculum; include your child's name and photo in the end of year books; and, if permission is granted, to include your child's photo, in an unidentified group picture, on Bethany Busy Bee's **Facebook page or Website**. Group photos will be shared with families through email which only

current families can access. The completed form should be submitted by email to the school before the home visit – the first parent-teacher conference.

2. **Emergency Card**—This form is **required each school year** and indicates **whom to call in an emergency** - family, friends, doctor, dentist, hospital, **medical insurance** and medical home, etc. It also gives permission for field trips. Please inform us of any changes to this information as soon as possible.
3. **General Health Appraisal/Physical Form**—This form is **required each school year** and **must be signed and dated by the doctor** or a health care professional. The child must have had a physical within the last 12 months, and **the physician must sign authorizing the child to attend school.**
4. **Immunization Record**—This record must be up to date, signed and dated by a medical professional. Or an **Immunization Exemption** form signed by a parent within the last year must be on file, claiming an exemption. We are required to track the number of children who are under immunized or non-immunized for religious, personal, or health reasons. **Each child must have either an immunization record or an immunization exemption form in their file for our annual audit by licensing.**
5. **Parent Handbook Confirmation Form**—This form is **required each school year** and acknowledges that the parents have received, will read and comply with the policies and practices outlined in this handbook. Please feel free to ask the Director for questions or for clarification on any unclear items.

FEES AND PAYMENT INFORMATION

Tuition: Bethany Busy Bee is a not for profit, self-supporting school. We rely on timely tuition payments to pay our teachers and staff, as well as to carry out special events, and operate smoothly and efficiently. **The total annual tuition has been equally divided into nine months.** Therefore, each month will be the same amount. Tuition is based on enrollment in class. It is **not** dependent on the number of weeks in the month, or the number of days attended. **Tuition is due upon receipt of the invoice.**

2026-2027 Tuition rates from 8:45 am – 12:00 pm (*Times Amended in June 2026*)

- \$ 210 Toddlers One day a week
- \$ 390 Toddlers Two days a week
- \$ 570 Toddlers Three days a week
- \$ 745 Toddlers Four days a week
- \$ 895 Toddlers Five days a week
- \$ 210 Friday Mother's Day Out (MDO) from 8:30am – 1:45 pm
- \$ 315 Preschool Two days a week
- \$ 430 Preschool Three days a week
- \$ 600 Preschool Four days a week
- \$ 475 Preschool Two days a week & MDO from 8:30am – 1:40 pm
- \$ 710 Preschool Five days a week
- \$ 790 Kindergarten Five days a week: MWF regular school hours 8:30 – 12:00
 - Long Days on T&TH 8:30am – 1:45pm
- \$190 K-2 Homeschool Enrichment Program
 - Fridays on-site one day per week from 8:30 am - 1:45 pm

Lunch Bunch Enrichment Program 12:00-1:45 pm: Lunch bunch planned activities may include art, dance, music, science, games, cooking or soccer (all are subject to change). Lunch bunch gives students a chance to take turns, follow instructions, work individually or as a team, and socialize with friends during lunch and recess.

The cost for this drop-in program is **\$35 per Lunch Bunch attended**. Any child not enrolled in the UPK program receives **one-time**, complimentary **Lunch Bunch**, when all required paperwork has been turned into the office **before October 1st**. This must be applied and used before the end of December. A packed lunch should be included in the child's backpack if he/she will attend Lunch Bunch. This includes the days the parents attend **Lunch and Learn** with a speaker during Lunch Bunch. **By emailing the office, you can purchase Lunch Bunch at these reduced prices when added to your monthly tuition.** The following options are available:

Lunch Bunch One Year Commitment Pricing

- Lunch Bunch 1 day a week – Additional \$ 95.00 a month
- Lunch Bunch 2 days a week - Additional \$ 175.00 a month
- Lunch Bunch 3 days a week - Additional \$ 245.00 a month
- Lunch Bunch 4 days a week - Additional \$ 305.00 a month
- Lunch Bunch 5 days a week - Additional \$ 360.00 a month

School Tuition is eligible for the Child Care Tax Credit. Use your statement from 1/1/2025 through 12/30/25 for the Child Care Tax Credit.

Payment Methods

- **Credit Card** Payment for First Time Registration to Busy Bee OR Not Enrolled yet at Busy Bee.
 - If you are newly enrolling at Busy Bee, not enrolled in Busy Bee and attending Busy Bee VBS or Summer Camps, participating in Busy Bee Fundraisers, or making a Busy Bee Donation: Please use this Link: Online Payment (from the fund drop down menu please select the Busy Bee option). You will receive an email confirmation, please email that receipt to busybeeelc@thecalvary.org
- **Credit Card** Enrolled Students
 - Enrolled students use myProcare.com or ProCare app to have your payment go directly to your student's account. See the next section for details on how to use ProCare.
 - You may also pay at the School Office with the credit card.
 - Please email busybeeelc@thecalvary.org to request a link for re-occurring payments using your credit card or ACH.
- **ACH** – for enrolled students, please email the office at busybeeelc@thecalvary.org to send you a link
 - There is a \$1 activation fee to initiate online and mobile app payments.
- **Cash** – please place cash in an envelope and write your student's name and reason for payment (Tuition, Lunch Bunch, Fundraiser's Name). Place the sealed envelope in the payment box in the director's office.
- **Check** – should be made payable to Bethany Busy Bee.
 - Please place checks in the payment box in the director's office or mail to: Busy Bee, 6240 S. Broadway, Centennial 80121
 - A return check fee of \$20 will be charged for all returned checks. If more than one tuition check is returned by the bank, cash or a money order payment will be required.
- **Venmo** (use Bethany EFC or use this QR code).
 - Please include Busy Bee and what the payment is for under comment. Or send us an email that you submitted your payment through Venmo. Please include the payment amount and indicate that it is for Busy Bee, and what the payment is for. This helps us apply your payment towards the correct designation



Pay Tuition for enrolled students through [MyProcare.com](https://www.MyProcare.com)

1. Go to www.MyProcare.com
2. Enter your email address (the one you have on file with Busy Bee) and then submit.
3. You will receive via email a confirmation number, enter the number, choose a password, and press Submit.
4. To pay, you will see your balance then press pay and you can enter any amount, enter your payment information either credit card or ACH using your check information. There is a one-time \$1 fee to initiate online payments. To see your balance details, use the Reports option (see below #6).
5. To set up Reoccurring payments through credit card or ACH please email busybeeelc@thecalvary.org to request a Reoccurring payment link. You will enter your payment information; Busy Bee has no access to this information. The information is protected by XX's and only reflects the last 4 digits you entered. A Busy Bee staff member processes the reoccurring payment; therefore, the specific date of processing may be different. There are no late fees for this process.
6. To access statements or end of the year taxes: Go to Reports (first option on the top). Press Run Report. Select the dates you want to view. For example, for your 2023 Taxes choose 1/1/2023 to 12/31/2023. Press Run Report. Or for a copy of your statement you may enter 8/1/2023 to the current day then press Run Report. This report can be Printed or Downloaded and Save it.

If you pay with ProCare your payment will be applied to your account immediately.

Pay using the "Pay Now" Button on your ProCare App. You would have received an invitation email/text link from ProCare to connect you with Busy Bee and access your account. Follow steps 2-4 below.

Last Month's Payment: The last month's payment is required to be pre-paid up front, one month *prior* to the first day of school. No tuition payment will be required in May as it is pre-paid by August 1st, before the beginning of school in September.

TUITION DISCOUNTS AVAILABLE

The following are the tuition discounts available for this school year (it may vary or may not be available depending on fundraising per school year). If you fall under any of these categories, please submit an email so we can apply the discount to your account. These discounts may be used in conjunction with Tuition Assistance. ***Only one discount category may apply per family.***

- Bethany Busy Bee provides free lunch bunch services, especially for adoptive and foster families.
- Bethany provides discounts for:
 - Families that are a part of Bethany, please submit an email request to receive a **10% discount**.

- Families involved in a full-time ministry (30 or more hours) with a not-for-profit organization, please submit a letter that documents this to the school office to receive a **10% discount**.
- Grandchildren of families that are a part of Bethany, please submit an email request to receive a **5% discount**.
- **Staff with enrolled students. Staff working 12 hours per week or more receive 50% for the first child enrolled, all other enrolled children receive a 25% discount.**

TUITION ASSISTANCE

Tuition Assistance is a partnership between Bethany Busy Bee and parents who desire but are unable to provide an early education for their child. Bethany Busy Bee complies with applicable federal and state civil rights laws and does not exclude, deny benefits to, or otherwise discriminate against any individual on the basis of race, color, ethnic or national origin, ancestry, age, sex, gender, sexual orientation, gender identity and expression, religion, creed, political beliefs, or physical or mental disability, marital status, treatment or participation in, or receipt of the services and benefits under any of its programs, services and activities in enrollment.

Funds for tuition assistance are available through the generous donations of the school and church families as well as annual fundraising, and grant awards to Bethany Busy Bee. There are limited funds available each year, and to be considered, a confidential application must be submitted to the Busy Bee Leadership team for review. Tuition assistance is also extended for children that have been **adopted and/or are in foster care**. Financial need will be based on income, family size, and special needs. Re-enrolling families receive priority consideration for tuition assistance.

Tuition Assistance Applications for the new school year are due by September 11th. It takes the Leadership Team about two weeks to review all the applications and determine how the funds available will be distributed amongst the applicants. Therefore, the first payment is applied towards the end of September. After that, Tuition Assistance monies will be applied on the first of each month. Financial need will be based on income, family size, and extraordinary family issues. Re-enrolling families receive priority consideration for tuition assistance. The Leadership team may retain 10% of the donated funds for emergency situations or extenuating circumstances that develop over the course of the year. Bethany Busy Bee typically limits awards to 10% – 50% of the tuition, with 90% as the maximum award available. Families are required to submit a copy of their most recent taxes along with this tuition assistance form. The Busy Bee Leadership team will send a letter to the applicant confirming or denying their request for tuition assistance by the end of September.

Stipulations for Tuition Assistance

1. Any outstanding school balance from a prior school year must be paid for a new application to be considered.
2. The Registration Fee must be paid to secure the child's spot.
3. Please provide us with a valid credit card which will be used to make the missed payment.
Name on credit card _____ Credit card number _____
CVC _____ Expiration Date _____
4. If payment is not received on time, you are expected to communicate with the director regarding payment before the 10th of each month.
5. **A "Good Faith" payment of any possible amount is welcomed whenever you are unable to pay your full portion.** If no Good Faith payment is received and communication with the Director to make payment arrangements is absent, the tuition assistance will be withdrawn

within the second month of no payments received. Furthermore, no future tuition assistance will be allocated until the past due balance is paid.

6. Parents receiving tuition assistance are expected to be actively involved in collecting donations and pledges for the schools' fundraising events such as the Walk-a-thon and Silent Auction. We also appreciate volunteering in school activities for one or two hours per month. Parents must sign the volunteer log each time they volunteer.
7. **CCAP** applications are expected to be completed when an eligible child is enrolled in school.
8. Tuition assistance is not automatically renewable; you must apply for it each school year with your current financial status. You are required to **completely pay off your school tuition balance to re-apply for tuition assistance for each school year.**

PREPARING FOR THE START OF SCHOOL: HOME VISITS & PARENT ORIENTATION

Bethany Busy Bee has the best interest of your child in mind as we work to provide a great classroom environment for every child. We work on balancing our classrooms in a variety of ways - including boys and girls, good friendships and an appropriate age range. We also make every effort to accommodate any preference you have expressed.

You will receive an email from your child's teacher or the staff sometime in August to schedule a **home visit**, which serves as the first individual parent-teacher conference where parents/guardians may provide family feedback on their child's growth, development and assessments. The email will include an ASQ Form which includes questions about your child's communication, gross motor, fine motor, problem solving, and personal social skills. It will also include the **Student Information Form** which provides the teacher with student and family information such as priorities, interests, home routines, cultural and social practices, and/or goals that inform interactions and instruction with their child. Please submit the completed forms by email prior to the scheduled home visit. The ASQ screening can help identify your child's strengths and any areas where your child may need support. As a parent or caregiver, you know your child best. Visits can be scheduled either at Bethany Busy Bee or at the child's home, so the child can meet the teacher with their parents/guardian in a comfortable setting. This visit allows the teacher to collect information and learn a bit about the child's interests and abilities; what might be hard for them; how they are best comforted, etc. The teacher will review the ASQ and answer many of your questions about the beginning of school.

Parent Orientation provides an overview of the parent handbook, covering policies and procedures. It provides an opportunity to get answers to questions you may have, and to meet other families over coffee and breakfast treats. Parent Orientation is held on August 24th and 25th. MWF families and Kindergarten families attend on Monday, and the TTH families attend on Tuesday. MDO may attend either day. This is a shortened day for the children, with snacks, play and a story/craft in the classroom. The first regular days of school are Wednesday 8/26 for MWF classes, Thursday 8/27 for TTH classes, and Friday 8/28 for MDO. The Homeschool Enrichment (HSE) class will engage in a family picnic on Friday 8/28 from 11:30 – 1:00 at our pavilion next to the green space. HSE first day will be Friday September 4, 2026

SCHEDULED SCHOOL CLOSURES

Labor Day—**Monday, September 7**

ECCDA Teacher In-Service—**Friday, October 2**

Parent – Teacher Conferences – **Thursday & Friday, October 15 & 16**

Thanksgiving Break—**November 23-27 (entire week)**

Christmas Break—**December 21 – January 4; school resumes January 5th**

Martin Luther King Day—**Monday, January 18**

President's Day—**Monday, February 15**

Spring Break—**March 22-26 (entire week)**

Except for the teacher-in-service day on **Friday, October 2nd**, the dates for these scheduled closures follow the Littleton Public School Calendar.

UNSCHEDULED SCHOOL CLOSURES

Snow Days--If Littleton Public Schools are closed due to the weather, then Bethany Busy Bee will also be closed. Bethany Busy Bee is open with regular hours on those days when Littleton Public Schools have a late or delayed start. The Director **will send a school closure message** to all parents confirming school closures. Please feel free to call your child's teacher or the Director if you have any questions about whether there will be school or not.

If any other **unforeseen event** causes the school to close, parents will receive an email message addressing the situation as completely and transparently as possible. Every effort will be made to keep safety, health and the best interests of the children in mind when these decisions are made.

MAKE UP DAYS

As we are licensed to handle a certain number of children per class per day, we cannot allow children to make up for days lost due to absences or vacations.

CONFIDENTIALITY

Bethany Busy Bee maintains strict confidentiality of all student records. Student files are in a locked [fireproof file cabinet in the school office](#). [Only school staff have access to these files. The files are maintained for three years and then destroyed. The student files with their growth report are transferred to the student's next Busy Bee teacher. Please email the office to request student file transfers to another entity. \(13.1\)](#)

MEDIA and MARKETING

Bethany Busy Bee will ask for your permission to include your child's photo, in an unidentified group picture on Bethany Busy Bee's Facebook, website or marketing materials such as a flyer, pamphlet or card. This request is located on the Information Form, and authorization is meant for the external use of your child's photo.

WITHDRAWAL OF A CHILD

If a child needs to be withdrawn from Bethany Busy Bee for any reason, please give **30-day written notice** by completing the **Student Withdrawal Notice and Family Exit Survey** for the office **before** leaving the school. This will authorize us to apply your May prepaid payment to your child's last month tuition, if your withdrawal is before March 1st. After March 1st, no refund of the May payment will be given, since it is unlikely that we can fill any spots that late in the year. Please notify us as soon as possible if you plan to withdraw your child, as there may be another child on the waiting list. The Student Withdrawal Form is located on the website and on the shelves across from the Director's office.

OUR PROGRAM AND CURRICULUM

CONTINUITY OF CARE and PRIMARY CAREGIVING

The children will remain with the same teachers, their primary caregivers, daily in their classroom with their peers to promote the formation of strong emotional bonds. Should there be a change in staff due to temporary or permanent complications, such as illness or change of employment, the children will remain in their classroom with their peers. We will supply a qualified substitute, preferably one that is

already known to children. The school Director or Assistant Director may fill in as the classroom teacher until a qualified staff member is available.

CURRICULUM AND ASSESSMENTS (1.1, 8.2, 8.3, 9.2, 13.1, 13.3)

Bethany Busy Bee's teachers use the Creative Curriculum and Teaching Strategies GOLD, two nationally recognized resources for effective teaching – meeting children right where they are, developing and refining fun lesson plans and establishing challenging and yet achievable learning goals [that is reviewed and updated each year \(8.3\)](#). Their authentic, ongoing observations [\(of individual spiritual, academic, social, emotional, and physical\)](#) are critical to the planning of appropriate learning experiences that will help the children in each class thrive. A spiritual observation form is used to assess spiritual growth. Using these tools, we hope to be well prepared to meet with you for Parent Teacher Conferences throughout the year. [\(13.3\)](#)

Current research suggests that a hands-on, active and engaging environment is the best setting for young learners. We strive to provide a balance between teacher directed learning and active, child directed play. Our teachers strategically plan each day with opportunities for both types of growth. Bethany Busy Bee uses the nationally recognized ***Creative Curriculum*** as a basis for classroom instruction that is developmental and sequential in nature. What children learn in kindergarten builds on what they have learned in preschool. Similarly, within any given class, learning progresses from day to day and week to week as a cumulative process. [\(8.2, 13.1\)](#) For this to be effective, the learning process must be organized in meaningful sequences and foundations must be set correctly. For example, when teaching a child to read, his/her reading-readiness skills must first be assessed.

Bethany Busy Bee uses the **ASQ3 and ASQ-SE**, Ages and Stages Questionnaires within the first 90 days of enrollment, as well as a nationally standardized tool, **Teaching Strategies GOLD** during the observations to record progress three times during the school year. Teaching Strategies GOLD is an authentic observation-based assessment system. [An individual TS Gold growth report is shared with parents, and a schoolwide annual TS Gold growth report is shared with all stakeholders. \(1.1\)](#) Teachers engage in TS Gold assessment training annually and hold a reliability rating certification. [\(9.2\)](#)

Please note that children in our Toddler Class, Homeschool and Mother's Day Out only students do not receive TS Gold assessments. However, the teacher will provide a different form of assessment for these classes.

Benefits of TS Gold

- Can be implemented with various curriculums.
- Can be utilized for all children including English-language learners, children with disabilities, and for any child who demonstrates competencies beyond typical developmental expectations.
- Documenting children's learning over time informs instruction and facilitates communication with families. It is not intended to be used as a screening tool, diagnostic measure, an achievement test, or a program-evaluation tool.
- Contains 38 objectives organized into nine areas of development and learning, including: Social Emotional; Physical; Language; Cognitive; Literacy; Mathematics; Science & Technology; Social Studies; and the Arts. [\(13.3\)](#)
- Developmental or learning growth is presented in a progressive range that uses color coded bands to outline the widely held expectations of specific knowledge, skills, and behaviors for certain age levels. This approach allows both educators and parents to understand and manage the complexity of a young learner's development, which can often be uneven, change rapidly, and even overlap with other age ranges and expectations.

PARENT-TEACHER CONFERENCES AND PROGRESS REPORTS (13.3)

The home visit is the first Parent-Teacher conference, usually scheduled in August before school starts. In early August the parents will be emailed the ASQ-SE and ASQ, the Age and Stages Questionnaire, to be completed and emailed back or turned into the School Office prior to the home visit. This visit is an excellent time to help children begin to make that transition from home to school or from class to class and form a relationship with their new teacher.

The second conference will be held at school in mid-October. These conferences are held during 30-minute intervals throughout the school day, therefore there will be no school that day. Childcare will be available to allow the parents to meet with the teacher alone. **Time is planned/scheduled for an additional parent teacher conference in February or as needed.**

The skill areas addressed may include physical, social, emotional, cognitive and spiritual. Following this initial parent-teacher conference, observations are made, and written progress reports are constructed to update the parents in October and again at the end of the year. (13.3) Like you, Bethany Busy Bee longs to ensure your child has a strong foundation for life-long learning. To teach effectively, the teachers must determine what to teach, and the best ways for each child to learn. Bethany Busy Bee was awarded a grant from the Colorado Department of Education which enables us to electronically record each child's progress regularly through the year using **TS Gold**, and to be able to hand this information over to their next year's teacher [or another entity \(13.1\)](#). We are continuing to use these tools to enhance our teaching, and your child's learning opportunities. [Busy Bee uses the TSGold annual Growth Report, parent surveys, and staff's input to drive decisions throughout operations and the program. \(1.4\)](#)

Additional conferences may be set up anytime the teacher or parent feels there is a need, due to special circumstances. Please make an appointment if you would like to talk with your child's teacher at length, as she is responsible for the care and supervision of all the children in her classroom during regular school hours.

Reading Readiness Techniques

There are many techniques that prepare children for reading. When placing objects (crayons, blocks, scissors, pegs, beads, etc.) on the table for a specific activity you can set the proper groundwork by placing the objects on the left to encourage left to right progressions. When your child draws a picture, you can label the objects and actions to help your child make word associations that will encourage your child to take an interest in reading. These are just a few examples of how Bethany Busy Bee prepares your child for success.

Prerequisites for reading readiness include:

- Sorting (colors, shapes, objects, letters)
- Left to right progression (peg work, stringing, patterning and sequencing)
- Discriminating a figure from background
- Matching (objects, letters, words)
- Discriminating two like/unlike (objects, letters, words)
- Discriminating 2 out of 3 different/same
- Matching letters
- Receptive knowledge of letters
- Expressive knowledge of letters
- Letter sound associations
- Rhyming

Our Focus Areas of Learning

- Self-help
- Communication-Socialization
- Gross Motor
- Cognitive
- Fine Motor
- Spiritual

Summary of Learning Areas

Self-help (7.2)

Dressing skills (snaps, buttons, zips, buckles, ties)
Toileting
Eating (pours, spreads, cuts)
General independence
Grooming/hygiene

Communication-Socialization

Expressive

Personal data
Expresses wants/needs
Answers “why” questions
Age-appropriate vocabulary skills
Sings, tells nursery rhymes
Short-term auditory memory
Delivers messages
Music & Art – creative expression through different mediums and instruments

Receptive

Follows 1, 2, 3 step directions
Auditory memory (repeats numbers, simple songs, sentences & musical patterns)
Follows story line (sequences events in a story)

Personal-Social

Interacts with adults
Interacts with peers
Self-concept
Encourages problem solving skills
Expression of feelings/affect
Motivation
Follows routines
Abides by rules
Plays cooperative/parallel/solitary
Forms relationships
Attention span
Participates in group, circle time
Strings beads
Nests objects
Builds block tower/bridge
Manipulates playdoh
Establishes hand dominance
Snips with scissors
Cuts on lines

Perceptual motor

Completes puzzles
Imitates parquet designs
Develops eye-hand coordination
Visually tracks a path
Does maze work and laces

Grapho motor

Makes circular, horizontal and vertical motions
Traces simple designs
Imitates simple designs
Copies simple designs
Traces letters
Imitates letters
Copies letters
Proper pencil or crayon grasp
Writes name independently

Gross Motor

Balance
Walking
Climbing
Stairs
Running
Catching
Bouncing
Throwing
Jumping
Hopping
Pedaling a tricycle

Fine Motor

Manual Dexterity

Enjoys books
Visually discriminates (objects, designs, letters, words)
Recites alphabet
Letter upper/lower
Matching
Identifies receptively
Sight vocabulary
Rote counts
One-to-one correspondence

Cognitive Skills

Comparing sizes and shapes
Sorting & classifying objects into sets
Graphing & charting
Simple measuring
Qualitative concepts
Quantitative concepts
Identifies objects by use
Understands what to do in different situations
Answers “what” questions
Cuts out shapes
Body parts and weather

INSTRUCTIONAL PROGRAM

The school instructional program is adjusted to meet individual interests and ability levels and to promote student engagement and independence by incorporating a variety of challenging, collaborative, motivational, learner centered, and authentic learning experiences. (7.2) Various teaching techniques and research based instructional strategies are implemented and monitored for effectiveness. (7.3) Bible verses and values are incorporated with each subject. (7.5)

INDIVIDUAL AND SMALL GROUP LEARNING ACTIVITIES

During this part of the day the teachers can work individually with the children, teaching cognitive skills including numbers, letters, colors and shapes. This center-time often includes some fine motor art activities focused on the theme or unit they are studying.

CIRCLE TIME

Circle time is when new centers, units, letters, colors, numbers, and shapes are introduced, and others are reviewed. It's an opportunity for building new vocabulary and improving language skills. Sometimes "Show and Tell" is a part of Circle Time. Often at Circle Time the helpers are assigned to assist with the calendar, weather, be a line leader, snack server, table wiper, or classroom helper. (Not all classes utilize all of the same jobs.) [It also offers children time to explore various careers, tools, and their individual interests for future success.](#) (7.4, 7.5) Attendance is also noted.

SHOW AND TELL

"Show and Tell" items are usually things that coincide with the present unit. This is a good time for language development as each child will be able to answer questions and talk about what he or she brought while the rest of the children are encouraged to listen. The teacher will notify the parents about how "Show and Tell" is structured in their classroom.

MUSIC AND MOVEMENT (17.1)

Your child will be engaged in structured teacher-led music and movement activities for about 20 minutes each day. These activities utilize instruments, bean bags, parachutes, bells and drums. Units are often reinforced during this active time-period. Christian songs, finger plays, and simple Bible verses, secular music and school exercise or [music videos from VBS may be used to enhance teaching.](#) (7.4)

GROSS MOTOR ACTIVITIES/RECESS (17.1)

Gross motor activities are generally available outside for 30 minutes each day. On excessively cold (below 20 degrees), excessively hot (above 90 degrees) or wet days, the children go to the gym. Gross motor and social skills will be a focus during this free play period. The physical health and development of all children is important to us. In keeping with current research and nationally developed obesity prevention programs, (Head Start Body Smart-HSBS & I Am Moving I Am Learning-IMIL) Bethany Busy Bee provides opportunities for children to engage in Moderate to Vigorous Physical Activity (MVPA) daily via our structured music and movement time, unstructured recess experiences, and specific lunch bunch activities. The science linking gross motor functions in front and behind the brain, making movement one source of stimulation that impacts all areas of the brain". Building the brain network, via incoming sensory, perceptual and movement information is the strongest during early childhood. These brain

network connections are strengthened by consistent, repeated and multisensory learning experiences, which in turn lead to increased cognitive understanding and the ability to retrieve information in new situations. Not only does movement increase brain development and the capacity to learn, but it lifts our spirits as well.

BIBLE

Bible is a core subject taught at least once a week. The children will hear a story from the Bible and receive a new page for their Bethany Busy Bee Bible Storybook. The children will be encouraged to memorize Bible verses and understand biblical values such as love, gentleness, kindness, joy and peace. Bible is also incorporated with the other subjects. (7.5)

MATH AND SCIENCE

These subjects are integrated throughout the unit activities. Children can count out their own crackers at snack or make a class graph showing which vehicle pictured that goes on the land, in the air, or in the water. Specific science units, like butterflies and metamorphosis, are completed monthly throughout the year.

STORY TIME

Books are chosen that coincide with the unit the class is studying. There is time set aside each day for stories, as well as free time for reading.

WORKSHEETS

One or two paper and pencil activities are presented for a short time each day, depending on the age of the children. Worksheets are designed to enhance learning about the unit, letter, number, or shape for the month. Children are encouraged to try to do their best, but perfection is definitely not expected. Fine motor skills and proper pencil grasp are a focus during this time. The completed worksheets are sent home in their backpacks.

SPECIAL ACTIVITIES

Special activities at Bethany Busy Bee include visits from the Littleton Fire Department; the Fall Festival; Rodeo Days; Pepperoni Pizza Pajama Day; Valentines Card Exchange; Hunting the Leprechaun and St. Patrick's Day Gold Coins; Easter Egg Hunt; Art Gala; and a performance by Merry Andrew Afoot. We also have special all-school performances by the children at Thanksgiving, Christmas and at the end of the year. These activities are posted on the school website at BethanyBusyBee.org and parents are reminded via the weekly email. This gives parents an opportunity to meet other Bethany Busy Bee families and provide support for the class.

NUTRITIONAL PRACTICES (20.2)

Nutrition is a critical part of health and development. Better nutrition is related to improved infant, child and maternal health, stronger immune systems, safer pregnancy and childbirth, lower risk of non-communicable diseases (such as diabetes and cardiovascular disease), and longevity. Healthy children learn better. People with adequate nutrition are more productive and can create opportunities

to gradually break the cycles of poverty and hunger. **Bethany Busy Bee promotes good nutritional practices** while participating in the following areas:

- A garden with fruit / vegetables and access to gardening activities where children get to plant/water seeds in our school garden.
- Providing fresh fruits/vegetables for children to taste from the school garden. They are offered during snack time.
- Dedicated place for families/staff to breastfeed to promote healthy practices.
- Lactation Friendly childcare recognition. Bethany Busy Bee was recognized as a Breastfeeding Friendly Center as of September 1, 2023.

Healthy “Snack Policy” see page 20.

ART

Bethany Busy Bee teachers encourage the children to “do their own thing” when it comes to creating an art project. Whether it’s painting, using markers, cutting, or pasting, whatever the activity, the end product is the student’s work. The product may occasionally seem unrecognizable, but it shows what the child is able to do. The teachers believe that it’s the process, not the end product that counts. Various art activities will be offered each day and in April several pieces of each child’s artwork will be displayed at our Annual Art Gala. The rest of their artwork will be sent home in their backpacks.

TELEVISION AND VIDEOS (7.4)

To enhance teaching and learning, there are times when a video will be shown to a class because it goes well with the unit or theme the class is studying. These movies are less than 20 minutes and occur a few times a year. There are other occasions when a short children’s music or exercise video may be presented as part of the music and movement time. The Information Form provides authorization for television viewing; it is included in the student enrollment packet. If you did not authorize this on the Information Form with the enrollment paperwork, your child will be directed to another activity if a video is to be used during school. You may complete a new Information Form, located on the Parent Resource shelf next to the Director’s Office, to update your authorization section and turn it into the School Office.

FIELD TRIPS

Field trips are an integral part of the early education experience. Parents are informed of them in advance through the school calendar (both paper and on the school website BethanyBusyBee.org under Calendar), monthly newsletter and weekly announcements sent through email or text by the teacher and/or Director. We need one adult for every three or four children during these excursions. **Bethany Busy Bee schedules one field trip to “Milliken Park” for the Walkathon Nature Walk along the Highline Canal. We encourage parents to accompany us for this walk. We also visit the Littleton Museum, and parents are required to supervise their children during this field trip. For dates on these events please see the school calendar included with your orientation packet or the school calendar on the website.**

Permission: Parents grant their permission for field trips when they sign the authorization on the back of the emergency card. *If a child does not want to participate on a field trip, the child will need to be kept at home since the staff will be at the field trip.*

Transportation (16.2): Parents provide transportation for all Bethany Busy Bee field trips. We encourage parents to carpool if they will not be able to accompany their own child.

Emergency Procedures on the Road: The parent/guardian drives the student directly to the field trip location and drives them back home after the field trip concludes.

Car Seats: Children aged 1 to 4 years who weigh 20 to 40 lbs. must be restrained in a forward-facing car seat. Children over 40 lbs. who are less than 8 years old must continue to ride in child restraint (unless they are 57" tall). Typically, this is a booster seat. Car seats or boosters must be provided by the child's parents in the event of a field trip.

Walking Field Trips: There are some field trips that are taken on foot, strollers, or on a wagon. For these events we need to maintain the adult/child ratio of one to four, therefore parent chaperons are needed. Teachers will carry their cell phone where they have access to text or call and will be accompanied by another staff member, always keeping children in the line of sight.

Late Arrival on Field Trip Day: If a child arrives late on a day scheduled for a field trip and the class is already gone, the person bringing the child will be given these choices: taking the child to the field trip destination to meet the class; leaving her/him in the school office, if the office assistant is available, until the class returns; or, taking the child home.

INCLUSIVE ENVIRONMENT/SPECIAL NEEDS CONSIDERATIONS (4.1)

Bethany Busy Bee is ADA compliant and seeks to provide all children and families with an inclusive environment providing equal access to opportunities and resources within the program and classrooms. Families and children who have physical or mental disabilities, language barriers and members of minority groups are welcomed and supported by Bethany Busy Bee. The Bethany Busy Bee staff will partner with the parents to ensure that reasonable accommodation is provided, so no one is excluded or marginalized. Busy Bee assigns an assistant to special needs students to ensure their needs and safety are met. Parents are asked to complete the ASQ each year before school begins to help us identify any learning delays. We partner with families to support learning and developmental goals, specifically targeting the goals set in the IEP, IFSP or 504. Please let us know about your concerns so we can help identify additional resources. Child Find, Developmental Pathways, Arapahoe County Early Childhood Council and the Mental Health Network are resources that can help us determine special needs, and ways to best address them.

HOME LANGUAGE RESOURCES

Our community is home to a very diverse population, and we will make every effort to support children and families encountering language and other learning barriers with interpreters or other resources. Newsletters will be printed in the family's home language per request. Interpreters may be invited to parent – teacher conferences. Some of our staff members speak Spanish and other languages. We are also able to provide a translator from [Mile High Multilingual Services](http://www.milehighmultilingual.com) 303.333.7900 Translation and Interpretation Services Denver is located at 5655 S. Yosemite Street, Suite 207 Greenwood Village, CO 80111.

PARENT INVOLVEMENT

Bethany Busy Bee's success in offering a quality, school education in a loving, Christian environment requires a strong partnership with the parents and the church. For the children, parent involvement demonstrates that education and school experiences are valued, and *positive learning outcomes are closely linked to parent participation*. **For the teachers and staff,** the support of our parents *enriches our classroom and school environment as we benefit from their many ideas, interests, talents,*

and resources. For the parents, classroom participation provides an opportunity to gain insight and understanding of child development. When parents play essential roles both in and out of the classroom, they become strong advocates for their children and strengthen home-to-school connections. Parent participation means a greater investment and a greater return.

The benefits of participation are that parents play a part in any of the fun school events and get to know each other and the staff, building a stronger school community. We host: *Meet and Greet* in August, before school starts; *Pizza with the Pastors*; *Walkathon*; *Donuts with Dad*; *Fall Festival*; *Parents Night Out*; *Stone Soup Performance*; *Thanksgiving Feast*; *Christmas Program*; *Grandparent's Day*; *Trike-a-thon*; *Easter Egg Hunts*; classroom birthday celebrations, and End of the Year Programs.

PARENT LEADERSHIP, INPUT & VOLUNTEERING

Parents who would like to be involved in decision making and leadership are invited to attend the Busy Bee leadership team meetings. The Leadership Team meets bi-monthly to review mission, vision, budget, and program needs *with a commitment to the mission and biblical foundation. (3.1) They seek input from parents, staff, and the stakeholders regarding Bethany Busy Bee's operation to make informed and responsible decisions to advance organizational effectiveness, participate in strategic and succession planning, ensure the financial stability of the school in collaboration with the School Director who oversees the day-to-day operations of the school. (3.2, 3.3, 3.5)*

We also have several opportunities for parents to lead, coordinate or participate in special projects such as: Room Parent, Silent Auction, Thanksgiving Feast, and/or Teacher Appreciation, Valentines for nursing home residents, and Feeding the 5000-community service project.

Surveys are sent out 2 times a year to provide parents with an opportunity to offer feedback, make suggestions, and provide information about how they feel the school can improve. Feedback is a gift that helps us identify areas for growth and improvement. As identified in our mission, we partner with parents to provide a high-quality education in a loving, Christian environment. We use feedback to determine what valued and preferred services we can provide for the best experience possible for each child and their parents. *The collective results of all the feedback become part of our Quality Improvement Plan goal and drive decisions throughout operations and the program. (1.4)*

The first school survey is sent out in October, and an end of the year survey goes out in April/May. We use this feedback to determine how well each child is doing in his/her class and to adjust early on, then throughout the school year and for the next school year. We want to provide a successful environment where the child can thrive.

The Comment/Payment Box is in the Director's Office where you may place your comments anonymously or with your name at any time. You may also speak directly with your child's teacher, the Director, or the Leadership Team at any time with feedback, concerns, and/or suggestions.

Volunteering: Families are asked to volunteer for 1 hour per month, or a total of 9 hours by the end of the school year. There may be some instances where parents can volunteer for more than one hour per event that counts towards the 9 total hours of volunteering. There are a variety of ways and opportunities to meet these hours, depending on your interests, abilities and availability. If you have a special talent that you would like to share, please speak with the Director. Volunteer opportunities are available throughout the school year. You may choose from school wide special

events, reoccurring needs, classroom specific needs, to participate in school fundraisers by attending and/or providing food, beverages or cash donations. **If you provide a donation or participate in our fundraisers such as our Annual Silent Auction or Walk-a-thon, that counts towards one hour of volunteering as well.** There are opportunities to assist the children when we arrange things such as the Walk-a-thon. We utilize Sign Up Genius for most of our volunteer opportunities which allows you to sign up online. You may access a list of available volunteer opportunities on our website. Every family situation is different, we seek to provide several options so parents, grandparents or guardians who wants to participate can.

To Sign Up for Volunteer Opportunities:

1. Go to www.bethanybusybee.org
2. Under the "Parent Partnerships" section, select "Volunteering" or under "Teacher Page" and choose your Teacher's Web Page.
3. Select one or as many opportunities as you would like and sign up.

FUNDRAISING and FUN FAMILY EVENTS

Fundraising and grants are a significant resource for Bethany Busy Bee, as we strive to keep our tuition and fees affordable. For several years we have received a grant from the Temple Hoyne Buell Foundation. This grant enables us to provide tuition assistance for several eligible families. Our income from tuition covers about 80% of our operational expenses, so other streams of revenue are essential to cover the family programs and special events offered throughout the school year.

Some of our fundraising efforts are through the list below where parents' participation is greatly appreciated. This [counts towards volunteer hours](#).

- **King Sooper's Community Rewards using your King Sooper's card. Enroll once, by going to KingSooperscommunityrewards.com and click on Enroll Now to enroll/select an organization. Search by name using Bethany Evangelical Free Church for Bethany Busy Bee Preschool. Going forward, Busy Bee will receive 5% of what you spent on groceries while you save by using your King Sooper's card when you shop.**
- **Walk-a-thon**
- **Silent Auction**
- **Monetary Donations** – You may participate in fundraising efforts by donating cash to Bethany Busy Bee [that counts towards the 9 volunteer hours](#). **All monetary donations are eligible for a 50% Child Care Contribution Tax Credit see IRS FYI 35 Form** for more details. These contributions can be carried out over for 5 years. Please see the forms included in your packet for more information.

Family Fun Events are opportunities for parents to attend any of the fun events held for your student(s) along with their teachers. Participating in these events is an invitation not an expectation. Families may show up to any or all the events held at the school. **There will be some events that do [require a parent or guardian to attend](#) because it will be a shorter day than usual due to a presentation and gathering afterwards such as:**

- **The Thanksgiving Feast in November**
- **The Christmas Program in December**
- **Spring/Graduation Program in May**

Any, and all additional ideas and assistance for fundraising and family fun events are very much welcomed and greatly appreciated!

BIRTHDAYS and OTHER SPECIAL DAYS

During snack time you may bring a special snack to celebrate your child's birthday (or half-birthday if the child's birthday is in the summer.) Family members are generally welcome to join the child's class during that time. You may sign up for your child's birthday celebration with the class snack sign up genius. This is emailed to you, or you may access it through the BethanyBusyBee.org website under Newsletter, then select your teacher's name for their classroom web page. There are several other classroom parties during the year, and parents are encouraged to sign up to bring an appropriate healthy snack, plates, cups, napkins or other items.

SEPARATION ANXIETY

Starting school for the first time may cause some anxiety for a young child. It is recommended that you visit the classroom and meet the teacher before the first day of school, especially if you anticipate this may be difficult. **Younger children and first-time students still occasionally experience tears and may cling to Mom or Dad for the first few days. This is normal!**

Bethany Busy Bee staff will work with you and your child to make this adjustment period as short and pleasant as possible. **We suggest that your child be reassured with a hug that Mom or Dad will be back at the end of the day, and that you leave and not linger in the hallway where the child can see you. However, please feel free to stop and have coffee in the foyer, until your child is settled for the day. An aide or the Director will be happy to check in on your child and inform you of the status.**

Children will generally adjust quickly and stop crying within a few minutes - unless they accidentally see or hear the parent in the hallway. The teacher will comfort the child and help him/her get busy with the activities in the classroom. **We recommend that you give your child at least one month to adjust well to their new class.**

TRANSITIONS (13.1)

Bethany Busy Bee involves families in the transition of their children into and out of the program as well as into new classrooms within the program. These topics are addressed during our parent teacher conferences each quarter. Additional articles and resources are available on our website. Families participate in decisions about their child's classroom with their Registration Form and sharing information as they move into kindergarten or local elementary schools. The information to make these decisions is communicated in various ways, through this handbook, flyers, weekly email, evite, email, on our website, and posters around the school.

The children will also have opportunities to interact with other classes during music and movement, recess/gross motor, special events, Lunch Bunch, Vacation Bible School and summer programs. **During these occasions the children get to meet the other teachers, other children and take part in the other classrooms. This provides an opportunity for a great transition into next year's classroom within Bethany Busy Bee.**

For those children transitioning on to kindergarten at the end of the school year, a **Kindergarten Board** is posted in the hallway for families to write down which elementary school their child will be

attending. This helps families know what other friends will be attending the same school; and provides opportunities to stay in touch over the summer.

THE SCHOOL DAY

ARRIVAL TIME - 8:30-8:45 AM Soft start to the day

Please drop your child off at the classroom daily. **On your way to the classroom, please stop at the restroom with your child to help them use the toilet and wash their hands.** This investment is intended to pay off with fewer accidents and healthier children at Bethany Busy Bee. The steps we teach for hand washing are posted in each bathroom. **Our drop off window begins at 8:30 A.M. Before this time the teacher will be gathering materials to get ready for the day and maybe in and out of the classroom.** Doors open at 8:28. **Please make sure you always check in each day by writing your initial on the sign in sheet located next to your child's classroom.** If you need to drop your child off before 8:30 am, please make arrangements with your teacher and/or Director.

PICK UP TIME – 12:00 PM, and 1:45 PM FOR FRIDAY MDO CLASS and LUNCH BUNCH

At pick up time, you will normally find your child at the classroom. Some teachers prefer to end their days with story time and may close the door to their classroom to have a quiet, undisturbed time. The teacher will open the door when she is finished. When siblings accompany the parent to pick up the child, it is best if they do not enter the classroom. Generally, the teacher or assistant will greet you at the door to say goodbye as she releases each child to the parent/guardian. **Pick up time is 12:00 am, or 1:45 pm for MDO, and 1:45 pm for Lunch Bunch.** *At pick-up time following Lunch Bunch, if the children are not in their classrooms, they may be playing on the playground or in the gym (during inclement weather).* **Please make sure to:**

1. **Sign your child out on the teacher's clip board**
2. **Inform the teacher/assistant that you have your child before leaving the playground/gym**
3. **Pick up their personal belongings at their classroom.**

LATE PICK UP

If you are running late, please call us if you can, to let us know. We will send the child to Lunch Bunch so your child may remain supervised and engaged in activities until you pick your child up. If you are consistently late, you may be charged a late fee of up to \$15.00. **If you are late for Lunch Bunch pickup,** the Lunch Bunch teacher or the school Director will remain with the child until they are picked up and the same late fee applies.

SCHOOL PARKING

School parking is in front of the building *by the Sanctuary entrance.* **Please drive slowly as many families with little children cross the parking lot to the school.** Please note that our parking lot is used for Land Rover employee parking in the far back and for access to the Green Belt to the south of the building. We do have a few handicapped parking spaces that are also used by grandparents. **You may**

use the front drop off area if you have little children with you. However, please be mindful and move your vehicle as quickly as possible so other families with little children may use it as well.

SCHOOL ENTRANCE

The school entrance is the upper double door main entrance (**Sanctuary entrance**). As a safety precaution, all doors in the building are always locked. As a safety precaution, please allow staff to answer the door especially when an unknown guest is seeking entry to follow the safety protocols.

The school entrance doors are supervised for the 30 minutes before and after school to assure a safe arrival and exit with children. If you arrive outside of those times you will need to call the school office, and then ring the doorbell at the front entrance when you arrive and wait for someone to let you in. Please note that the office is down the corridor and it may take a few minutes to reach the door if they are assisting in the classroom, bathrooms, or on the phone.

WHAT TO BRING TO SCHOOL

Children should bring their backpack to school daily. Please include a full change of clothes (shirt, pants, underwear, socks) daily in their backpacks to be used as needed, such as an accidental spill or wet garment. A packed lunch should be included in their backpack if they will attend Lunch Bunch. Some classes encourage a “show and tell” item weekly or when it is the child’s turn.

SCHOOL ATTIRE

Everyday clothing is most suitable for the school day. Shoes rather than sandals are more appropriate for the playground. Please dress your children appropriately for the weather. Remember the weather changes frequently in Colorado. We try to go outdoors for 30 minutes each day, so please provide appropriate attire. **Children should have an outside garment labeled with his/her name to wear outside on the playground.** When the weather is below 20 degrees or above 90 degrees, we will be indoors.

SUPPLIES

It is recommended that each child bring a backpack to school that fits regular 8½ x 11 paper as they will go home with schoolwork they’ve completed in their class. **Please write the child's name on the backpack and their jackets/sweaters to assist in making sure personal items go back home with the proper child.**

PERSONAL BELONGINGS AND MONEY

All personal items should have the child’s name. If a child has brought money to school, other than for tuition, lunch bunch, etc., the child will be asked to put it back in his/her backpack.

CUBBY

Each child is assigned a cubby for their coat, backpack, and the papers that will be going home.

LOST AND FOUND

Items found in the school will be placed in the “Lost and Found bin,” found across the Director’s Office. At the end of each semester, we will place found items on tables for one week for parents to claim. All unclaimed items will be deemed donations after each semester.

TOILETING AND TOILETING ACCIDENTS, AND DIAPERING

Each classroom has a bathroom and staff available to assist your child. Although many children are toilet trained or engaged in toilet training, we recognize that children of any age can have a toileting accident. When an accident occurs, the child will always be treated with sensitivity and respect. The teacher will provide the appropriate help, encouraging the child to do as much as possible to clean up and change their clothing. **Please include a change of clothing in your child’s backpack, just in case he/she has an accident.** In an emergency, the school will be able to provide a fresh change of clothing for the day. The soiled clothing will be placed in a plastic bag in the child’s cubby. The parent will need to launder the school clothes and return them as soon as possible.

SNACK POLICY

Parents may opt out of providing a monthly snack for their child’s class by paying a \$150 snack fee or a monthly fee of \$16 for a month they are not able to bring a snack for the class. Otherwise, each parent will be responsible for bringing a healthy snack for their child’s class monthly. An online signup is available on our website one week before school starts. In the older classes, the child may help serve the snack they have selected to bring for their friends. **(Teachers will make sure the children whose families opt out of bringing a monthly snack will be given the same opportunities to help serve snacks.)** Please make sure you note the number of children in your child’s class and any allergies to bring the proper number of healthy snacks for the classroom and teachers. On the clipboard on the snack cart, parents list the snacks that they brought. This information is available for parents to review at any time. **If your child has serious food allergies and you prefer to send their own snack, you may do so. Let your teacher know so she can handle it accordingly.**

According to childcare regulations, snacks consist of 2 food groups with water to drink, or 1 food group with milk. Parents may send a water bottle in the child’s backpack, or the school will provide them with water as needed throughout the day. Because of high sugar content, juice drinks, lemonade, or Kool-Aid are not counted as a credible food group and are discouraged. The childcare licensing regulations further suggest, *“When parents or guardians furnish snacks for children other than their own child, the snack shall consist only of foods that are pre-packaged and prepared from commercial sources. Such foods shall be non-potentially hazardous or shelf stable and received sealed. Nothing in this section shall prohibit serving [homemade] food in connection with a single event or celebration.”* It is our understanding that fruits such as apples, strawberries, cantaloupe or watermelon could be brought whole and prepared for serving at Busy Bee.

Here are a few snack suggestions, but you may be more creative:

- String cheese or cheese cubes and whole grain crackers
- Mini muffins with milk
- 1/2 banana with crackers/muffins
- Fresh fruit and bread
- Oatmeal or other whole grain cookies with milk

- Cereal and milk
- Fruit and yogurt
- Graham crackers and milk
- Whole grain pretzels and cheese dip or applesauce
- Half of an English muffin with melted cheese
- Small slices of raw cut-up vegetables and cream cheese
- Snack mix consisting of items such as non-sugared cereals, pretzels, and dried fruits
- Goldfish crackers and sliced fruit
- Veggie chips and Gogurts
- Bananas to dip in wheat germ
- Cottage cheese with fruit or vegetables
- Mini bagels (with raisins) and cream cheese
- Fruit smoothies and fairy bread
- Pumpkin bread, zucchini bread, banana bread, raisin bread

Snacks are also occasionally prepared by the students. The children make their own pizzas, and other healthy food during cooking classes. Each child will receive a cookbook with their recipes at the end of the class.

COMMUNICATION

SCHOOL CONTACT INFORMATION

The school office phone number is 303-468-9521. The hours of operation during the school year are Monday through Friday from 8:30 am to 4:30 pm. You may also email your inquiries tobusybeeelc@thecalvary.org. Our address is 6240 S. Broadway, Centennial, CO 80121. Please visit our website www.bethanybusybee.org for online information resources.

To reach a teacher or a staff member please call the school office at 303-468-9521. To email a teacher or an office staff member use the school email address busybeeelc@thecalvary.org and in the subject include Attention: and the staff member's name. **Teachers will also provide the students' families with their preferred method of contact.**

PARENT-TEACHER CONFERENCES AND PROGRESS REPORTS (5.2)

Parent-Teacher Conferences provide an individual opportunity to meet with the teacher and give family feedback regarding the child's assessment and progress. **The home visit is the first Parent-Teacher conference scheduled in August before school starts where parents can meet individually with the teacher and provide family feedback on the ASQ, their child's assessment.** Prior to or at the meeting, parents will complete the ASQ, the Age and Stages Questionnaire. This is an excellent time to help children begin to make that **transition from home to school or from class to class and form a relationship with their new teacher.**

The second parent-teacher individual conference will be held at school in mid-October. The conference is held during 30-minute slots throughout the school day, therefore there will be no school that day. Childcare will be available to allow the parents to meet with the teacher alone. **Time is set aside**

for an individual parent teacher conference in January/February or at any time throughout the school year as needed.

The skill areas addressed may include academic, physical, social, emotional, cognitive and [spiritual growth](#). Following this initial parent-teacher conference, observations are made, and written progress reports are constructed to update the parents in October and again at the end of the year. Like you, Bethany Busy Bee longs to ensure your child has a strong foundation for life-long learning. To teach effectively, the teachers must determine what to teach, and then the best ways for each child to learn. Bethany Busy Bee was awarded a grant from the Colorado Department of Education which enables us to electronically record each child's progress regularly through the year using TSGold, a nationally standardized tool (9.2). [This tool provides a growth report, assisting teachers to target appropriate instructional needs and recognize areas of strength.](#) (9.3)

We are continuing to use these tools to enhance our teaching and your child's learning opportunities [as well as to make decisions throughout our operations and programs.](#) (1.4, 2.1) Please note that the Toddler classes and Mother's Day Out do not all use TSGold for their assessment tool. However, [a Spiritual Observation form is used to monitor spiritual growth.](#)

Additional conferences may be set up anytime when the teacher or parent feels there is a need due to special circumstances. Please make an appointment if you would like to talk with your child's teacher at length, as she is responsible for the care and supervision of all the children in her classroom during regular school hours.

PARENT COMMUNICATION (5.1)

Bethany Busy Bee regularly communicates to parents via email or text messages throughout the week. Parents can respond with emails at busybeeelc@thecalvary.org, text messages, in person at check in/drop off time, over the phone, or they may request to meet with the teacher at any time to provide various forms of two-way communication.

- **Bethany Busy Bee sends a monthly email from the director with program updates and schoolwide activities and includes useful links to the website such as to sign up for snacks, volunteering, RSVP for Lunch and Learn presentations or other events; and to pay online.**
- **Each teacher provides weekly class information via email.**
- **Student account invoice/statement is sent out monthly and on as needed basis.**
- **Most of the school information can be found on our website, such as the calendar, teacher page, registration and enrollment forms, event information & dates, event RSVP, tuition rates, summer program rates, registration forms and volunteer.**

Therefore, it is critical that you ensure you receive emails from us by providing your current email address, if it changes.

Comprehensive Quality Improvement Plan (9.1)

Bethany Busy Bee gathers parents' [and staff](#) input (through school surveys, suggestions, concerns and feedback provided by email, orally, or placed in the comment box) for [an annual schoolwide growth report to come up with our annual comprehensive quality plan \(changes based on parent input\)](#) that is shared with families, staff, and stakeholders. The parent surveys happen 2 to 3 times each year to purposely gather feedback on our program. The survey information will be shared at mid-year and the end of the year. The comprehensive quality improvement plan will be sent through the monthly newsletter and available on our website, and a hard copy is available in the office, and it is posted on the family bulletin board by the second office.

MONTHLY NEWSLETTERS

At the beginning of each month during the school year, teachers will prepare a newsletter to inform parents about classroom plans and activities for the upcoming month. The newsletter will include information about curriculum topics, learning objectives, special events, programs, and other important classroom updates.

In addition, Busy Bee will send a school-wide weekly email newsletter containing important reminders, upcoming events, announcements, and general information to keep families informed throughout the year.

PARENT BOARD AND WEBSITE

There is a parent information board located to the right of the second school office. Important notices, and tuition fees are posted on this board. There is also a communication board outside each of the classrooms where the class monthly newsletter and class snack calendar is posted. This information is also posted on the school website www.bethanybusybee.org under the Teacher tab, then select your Teacher for the class web page.

The website serves as a school portal where you can find and access most of the school information such as our tuition and summer program rates, event dates, sign-ups for parent teacher conferences, volunteering, snack, e-vites/RSVP for speakers and event reminders, forms, resources, photos/videos, and so much more.

PARENT RESOURCES

To support families, we are modifying our Lunch and Learn presentations to a Podcast online experience. Conversations between the Director and presenter will be shared online with the entire Calvary Bethany community. Conversation topics and questions from parents will be discussed. Potential topics relevant to parents about life, parenting, spiritual growth, taking care of yourself, the relationship with your spouse, and others may be explored. Speakers vary in their areas of expertise. Busy Bee ensures that these speakers meet safety and instructional guidance established by the school; and makes every effort to have them incorporate a biblical worldview. (7.6) Currently, Jack Lipski is our main presenter for our podcast conversations.

Trauma & Adversity: Trauma is a response in someone's mind, body, behavior and emotions after something distressing or disturbing happens. It may be due to adversity (difficulties or misfortune). Each child reacts to trauma differently, but experiencing some form of distress is how it shows up. Children exposed to trauma may display heightened aggression, poor social skills, and impulsivity, struggle academically, and engage in risk-taking behaviors with serious consequences. Childhood trauma, when left unaddressed, may interfere with children's learning and development. When early care and learning settings acknowledge, understand, and address the impacts of childhood trauma on children and their families, children are more likely to develop healthy relationships, display resilience, and experience positive outcomes. Trauma-informed practices work to support children's capacity to learn and caregiving adults' capacity to attend to their own trauma responses. Behavior has meaning, usually people are doing the best they can in the moment. If actions, emotions or words feel unexpected, challenging or surprising, our best response is to be curious. Our staff is required to take Trauma & Adversity Training to better partner with families in observing and communicating unusual behaviors

that may indicate a concern. Below are several resources that are used to partner with parents to address concerns.

Therapist & Specialists: Students with their own therapist are welcome to hold their private therapy in school. Please plan with the student's teacher to set up a time.

We have partnered with these specialists to provide observations and consultation on-site for the 2026-2027 school year. Please email the specialists directly.

- **Jack Lipski, M.A.**, School Counselor, Marriage & Family Therapist, and Certified "Love and Logic™" facilitator – Behavioral. Email: JackLipski@gmail.com
- **Melissa Daly**, Speech and Language Screenings can be scheduled as needed. **Complimentary evaluations and short-term therapy may be arranged.** Long term therapy is available at school for those with Medicaid or private insurance. melissa@movingmountainsspeech.com
- **Rachel Jorgensen, Early Intervention Specialist.** Email: rachel.kobza234@gmail.com

Developmental Screenings: Bethany Busy Bee uses the **Ages and Stages Questionnaire as a first step** in looking closely at a child's growth, learning and development. This developmental screening provides valuable insight into a child's cognitive, motor, communication and social-emotional development. Screening is helpful because they identify a child's current understanding of concepts and assist in helping early learning professionals build an educational baseline from which to begin planning. Screening results can help to connect children at risk of developmental delay to community resources and support for further evaluation or to determine eligibility for services. **The screening results** will be shared with families and remain confidential. **If your child needs additional evaluation**, we will work with your family to ensure that you are connected to the appropriate resource within the community. Screening results will inform our educational planning and will be used to individualize and enhance the learning environment. **Family participation and input is a valuable aspect** of the developmental screening process. We look forward to partnering with you in the developmental screening process.

Child Find offers free assessments for children from birth to 5 years of age. Parents who have concerns about their child's development in the areas of motor, social skills, concepts and/or speech and language should call: Littleton 303-347-3469, Englewood 303-781-7585, Douglas County 303-387-6081, Denver 303-405-6601, Cherry Creek 720-747-2906

All Health Network and Developmental Pathways provide early childhood consultations and screenings. In addition, intervention services can be requested for families. Please contact the school to set up an appointment with our designated consultants.

Arapahoe County Early Childhood Council (720-974-9637) offers a FREE SafeCare in-home program to learn how to:

- Reduce challenging child behaviors
- Increase positive time with your child
- Remove common household safety hazards
- Identify and respond to common child sicknesses or injuries
- Engage your child in simple activities

SCHOOL SCREENINGS

We did not do a dental screening last year, take out? In partnering with parents, Bethany Busy Bee will do its best to provide an opportunity for all students to receive **Free Dental Screening**, a **Free Vision screening**, and a **Free Hearing screening** within each school year. Specific dates and partner organizations will be communicated once confirmed. Parents may opt out of the FREE screenings if they wish by submitting an opt-out form or sending an email requesting to opt out. Hard copies will also be sent in the cubbies along with the screening dates. Parents will receive a written notice for the children who may require treatment or may want to follow up with their pediatrician to prevent future concerns. By assessing a child's dental, vision, and hearing status at this stage of life, parents are given the opportunity to intervene early on and provide kids with the care they need.

COMMUNITY SERVICE

Serving as a Family through Community Service (2.2, 6.1, 6.2, 6.3)

Bethany Busy Bee is partnering with other agencies to provide various opportunities for families to serve, invest, or volunteer with them. Research suggests that involvement in these activities builds awareness and compassion for others, decreasing depression and increasing a sense of fulfillment through meaning and purpose.

- In December, we review the **Bible story of "Jesus feeding the 5000"** and **create emergency kits** for families to share with homeless/people in need. Bring your donations to the collection bin at the foyer.
- In February, we have the students create **Valentines to encourage Nursing Home Residents** and bring them cheer and God's love.

Please remember that all events held at Busy Bee are an opportunity to participate, it is never an obligation, simply **an invitation!**

CULTIVATING POSITIVE CHILD, STAFF AND FAMILY RELATIONSHIPS (4.3, 18.2)

It is the deep desire of Bethany Busy Bee staff to cultivate positive child, staff, and family relationships. We resolve every dispute in a Biblical manner. (Matthew 18:15-20, I Cor. 6:1-8, Galatians 6:1) If you have any concerns about your child's progress, Bethany Busy Bee's programs, volunteer or the staff, they should first be addressed by those directly involved in the issue.

At any time, you may request a conference with your child's teacher to resolve a problem. If the concern/conflict cannot be resolved at this level, then the offended person may ask for a second meeting with the offending individual and her immediate supervisor or to meet with the school Director. If the conflict still has not been resolved, after meeting with the school Director, the offended party may appeal the decision by directing their concerns to the Bethany Busy Bee Board of Governance by contacting the chairperson, David Wilcox, at 303-887-4247.

Any concerns about compliance with the Rules and Regulations governing childcare centers may be brought to the attention of the Colorado Department of Human Services, 1575 Sherman Street, Denver, Colorado, 80203 or call **303-866-5958**.

POSITIVE GUIDANCE POLICIES AND PROCEDURES

Children do best in school, and life, when they are able to make friends, cooperate with others and control their emotions. The teachers specialize in encouraging and rewarding these appropriate

behaviors while watching for any difficulties. Students are just beginning to understand that they need to talk about their problems rather than acting out when they are angry or frustrated.

The school environment gives young children an opportunity to learn to interact with different children, situations, authorities and behaviors. **We try to teach children to resolve their problems by identifying their feelings, describing the problem, looking for solutions while regaining their composure.**

Positive child guidance has an important place in every early education program. Although we don't condone these behaviors, hitting, biting, pushing and other physical actions are not uncommon among young children as they are often unable to express their emotions well verbally. Some conflicts are unavoidable as the child moves from individual and parallel play to cooperative play in a group setting. Our staff is experienced and wise to watch out for these conflicts and use them as opportunities for the children to learn important verbal and social skills.

When a child is behaving inappropriately, the teacher will try several times to redirect him or her to another activity to change the behavior. If this does not work, the child will be given a warning and a chance to make a different choice. If the behavior persists, the consequences of the warning are then carried out, excluding the child from play in a chair for two or three minutes. Before releasing the child back into the activities of the classroom, the teacher will talk to her/him about the reason she/he was excluded from class activities. Then he/she may rejoin the group.

If this is unsuccessful and/or the behavior returns, the child may be taken to the office (in the presence of the assistant) where he/she must sit for a few minutes. If this is ineffective, the teacher will discuss the situation with the parents and together they will decide on an appropriate action.

REOCCURRING CONFLICT PERCEIVED AS BULLYING

John 15:12- "My command is this: love each other as I have loved you." And the Matthew 18 Principle

Our desire and mission are to partner with parents in the raising of their children. From time to time, conflict can occur. We long for children to learn how to relate in line with biblical principles and values. God intended for us to live in a way that acknowledges differences and accepts others, because we are all made in God's image. Since our students are still very young, they may not be aware of how hurtful some of their actions can be. At this developmental age, children are still working on their social/emotional skills. We desire to teach them how to communicate their frustrations by redirecting them to more acceptable and appropriate behaviors. **In instances where the behavior is derived out of meanness or spiteful acts, the circumstances may be perceived as bullying.**

Description of Inappropriate, Unwanted Behaviors/Bullying

Inappropriate, unwanted behavior is considered when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others such as:

- Physical aggression-including spitting, pushing, tripping, hitting, kicking
- Teasing or verbal abuse-including insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- Setting up humiliating experiences like embarrassing someone, spreading rumors, telling others not to be friends with someone.
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions or words

Addressing Concerns/Procedures

- Busy Bee expects parents, guardians, caregivers and others who witness or become aware of an instance of inappropriate and/or bullying activity involving a student to promptly report it to their child's teacher (Matthew 18) and/or lunch bunch teacher where the incident occurred.

- After reporting inappropriate and/or bullying activities, the Director will investigate the incident as soon as possible, within a four-day time frame.
- All parties will be involved in establishing the facts and restoring a safe learning environment for all the students. The investigation will be documented and emailed to all parties involved.

Staff

- Non-teaching staff should take appropriate action in reconciling the problem and then refer allegations to a teacher or the Administration.
- Teaching staff are to refer to their Administrator with all allegations/incidences of bullying. This will be done in a timely manner (within two school days of reporting).

Prevention And Education Procedures

Professional development provides staff with the most current understanding of conflict and best practice tools for a healthy school climate that promotes safety, good communication, and respect for differences. These training courses are offered throughout the school year under Professional Development Information System (PDIS) and they are required to be taken annually. As part of our Bible centered curriculum, programs are implemented and presented throughout the school year to teach students about acceptable and appropriate behaviors. The staff, students, parents, and others are encouraged to be like Jesus, participating in community service and requesting a consultation with Jack Lipski through the Director when in need of advice on how to deal with children exhibiting these types of behaviors.

INTERVENTIONS, SCHOOL WITHDRAWAL, AND REFERRALS

Every effort will be made to serve each child properly, so every child can enjoy their school experience. If the child's behavior does not improve after an agreed period, the Director may seek additional resources and/or consultation to ensure a successful outcome for the child as well as the class. Any questions or concerns regarding discipline should be brought to the attention of the teacher first and then the Director.

PREVENTING EXPULSIONS AND SUSPENSIONS

Parents are expected to be actively engaged in this process and in attendance at all consultations. We will make every effort to prevent suspensions or expulsions from our program.

For shaping and encouraging responsible behaviors we **will**:

Structure the environment to eliminate as many of the "do-not's" as possible.

Use positive rewards, comments and suggestions to encourage right actions.

Bethany Busy Bee **will not** use:

Physical punishment of any kind.

Humiliation or scolding.

Isolation.

The withholding of natural rights such as bathroom visits, water, and food.

HEALTH PRACTICES

HAND WASHING

With your child's health in mind, best practices recommend that **each child use the restroom and wash their hands for 20 seconds before arriving in the classroom.** You will find our hand-washing protocol posted in each restroom. The children will wash their hands after toileting; after touching their hands to their nose and/or mouth; prior to eating snack/lunch; after playing outdoor or in the gym, and as needed throughout the day.

ILLNESS POLICY, ABSENCE NOTIFICATION, GETTING SICK AT SCHOOL

We request children be kept at home for 24 hours after experiencing/receiving treatment for the following symptoms. (Please note, if a child experiences any of these symptoms while at school, parents will be called to pick up their child per Licensing Regulations.)

- Fever above 101 degrees
- Vomiting or diarrhea
- Discharge from the nose that is yellow or green in color
- Questionable rashes
- Any sign of a contagious illness

Please **communicate with your teacher and the office through** email whenever your child is out of school, and the reasons/symptoms for the absence because we are required to report it to the Health Department.

If a child becomes ill during school, he or she will be isolated from the rest of the children and a parent, or the emergency contact person will be called to pick up the student.

MEDICATIONS

Parents are encouraged to give any medication before and after school. If a dosage is required during school hours, a staff member trained in administering medication will be available. **A completed Colorado Allergy and Anaphylaxis Emergency Care Plan and Medication Orders must be on file before medications (this includes over the counter medications) can be administered at school.** The procedure for storing and administering children's medicines complies with the Nurse Practice Act, Section 12-38-132, C.R.S. and is available in the school office. This includes **Asthma and other chronic illnesses.** Medicine will be kept in a locked box in the school office.

In the event of a life-threatening allergy where an **Epi Pen** must be kept on the premises, the parents must meet with the staff to make them familiar with the situation and with the use of the Epi Pen. Epi pens needed for life saving use will be kept out of reach of the students in the room of the student who may need them. **Staff are trained to use the Epi Pen during the First Aid class and updated every 2 years.**

ALLERGIES AND PREFERENCES

Any known allergies to food, medication or other substances must be stated on the Medical Forms when stated on the Registration form. Parents may provide alternative foods for snacks and at special events. Parents are encouraged to work with their class/teachers to suggest desired and

appropriate snacks for the class **or send a special snack for their child each day. Please make sure you specify if it is an allergy or a preference.**

COMMUNICABLE DISEASES/CDPHS

Please let us know if your child has been exposed to a communicable illness outside of school, so we can alert parents to contagious diseases in our community.

IMMUNIZATIONS

Per the State of Colorado, The Infant Immunization Program and Immunization of Students Attending School, Bethany Busy Bee **must have on file an official Certificate of Immunization or waiver of immunization for every student enrolled.** The immunization form and waiver are part of the enrollment packet. It can also be found on the Parent Forms shelves across from the Director's Office or on BethanyBusyBee.org website under enroll.

NURSING MOTHERS

Bethany Busy Bee is recognized by Healthy Child Care Colorado as Breastfeeding Friendly. Staff and parents are encouraged and supported to continue breastfeeding. This includes expressing their milk while away from their child and the feeding of expressed breastmilk when they are unable to breastfeed their child. **Our program provides a clean, private area near the nursery for parents and staff to use for breastfeeding throughout the day.** Our space has a comfortable chair, an electric outlet and resources to assist with any breastfeeding questions or needs. Expressed breast milk should be stored in non-BPA or an approved storage container. The bottle/bag should have a label with the child's name, date of birth, date and time the milk was expressed and a use by date. Busy Bee provides a refrigerator and a freezer for the storage of breastmilk. Breastmilk will be heated separately from other bottles in warm water or a bottle warmer, not in a slow cooker or microwave oven. Water used to heat breastmilk is discarded after each use. Caregivers should always wash their hands, and if they have openings on their skin wear gloves when handling breastmilk. Infant formulas, water or solid foods will not be fed to a breast fed infant without written permission from the parents. Bethany Busy Bee staff will receive training once a year on breastfeeding practices which include health benefits and importance of exclusive breastfeeding; supportive practices and safe handling and storage of breast milk; and, age-appropriate feeding practices including recognizing baby hunger cues and best feeding responses. Bethany Busy Bee complies with The Workplace Accommodations for Nursing Mothers Act providing reasonable unpaid break time each day to allow the employee to express breast milk for her nursing child for up to two years after the child's birth.

SUNSCREEN

Parents are asked to apply a long-lasting sunscreen to exposed areas of skin before school, unless it is an indoor play day. Human Services require that the parents sign a sunscreen permission form if their child will need additional sunscreen applied during the day. In this case, parents are required to provide a labeled bottle of sunscreen which will be kept in a lockable area within the school. Sunscreen authorization is included in the Information Form in the Parent Forms shelving across the Director's Office or on the BethanyBusyBee.org website under Enroll.

EMERGENCIES, SAFETY AND SECURITY

WALK THROUGH

At the end of the day, the Director or a designated staff member will walk through the facility before locking the classroom and office doors, to ensure all the children have been picked up and the facility is secure.

STUDENT SIGN IN AND SIGN OUT

We are required by Social Services to have each parent or guardian/carpool person **sign in** the children they are leaving at Bethany Busy Bee; and, at the end of the day, **sign out** the children they are picking up from school by using a paper form outside the classroom. Once the parent signs their child out, the parent/guardian is taking responsibility for their child. This procedure, along with the teachers' observation, provides a safe transition from home to school and vice versa. Each classroom has its own form for signing in and signing out located outside near the classroom door. If there were to be a power outage, this manual system would still be available to ensure how many children attended for that day.

HEAD COUNT AND KNOWING WHERE THE CHILDREN ARE

Besides observing the children in the classroom, a headcount is taken every 45 minutes or whenever classes are moving from area to area. The Director also does a headcount in each classroom daily. All children are under direct supervision and within sight of staff while attending school. The staff are careful to maintain the appropriate ratios in each classroom and the playground.

RELEASING CHILDREN TO AUTHORIZED PERSONS

Children will be released only to people who have **written authorization** from the parent on the Information Form submitted. To assure a person's authorization, photo identification will be required from any person not known by the staff who attempts to pick up a child.

Parents should notify the school of the names of people they **DO NOT** want to pick up their child on the Information Form. In the event an unauthorized individual attempts to have a child released to him/her, the school will make every effort to reach the parent or an emergency contact to verify the information/plan. If the unauthorized person tries to remove the child by force, the police will be called. You may update or add your authorized pick-up person(s) by completing a new Information Form and submitting it to the School Office.

STUDENTS NOT PICKED UP: If a child is not picked up, the Director or teacher watching the child will call the parents, then the emergency contact listed on the emergency card will be called alternating until someone is reached. If after a substantial length of time no one has been reached, the Director will call the police department and/or child protective services

In an emergency, **children can be released to a designated person when the parent or guardian has given the school written authorization by email or by verbal phone call to the office or to the teacher.** The person will be required to show a picture to confirm it is the person the guardian authorized.

LOST CHILD: If a child disappears during the school day, the school and church staff will be notified immediately, and the facility will be thoroughly searched. The child's parents will be contacted, and a call will be made to the police if the child is not immediately discovered. (We have never had a lost child.)

INCLEMENT AND EXCESSIVELY HOT WEATHER: The children will play outside on the playground every day for 30 minutes, weather permitting. When the weather is below 20 degrees or above 90 degrees, we will be indoors. Free play will be in the gym during inclement weather.

VISITORS: Anyone, including parents, therapists, speakers, workers completing a job onsite who visits the school during school hours, not dropping off/pick up, must sign in at the front desk Visitor's Log and sign out once they leave. We are required to know who is always in the building in case of an emergency. For everyone's safety, please allow staff to open the door especially if you do not know the person. People who are unknown to staff will be asked to show identification.

ACCIDENTS AND INJURIES

Minor injuries incurred during the school day will be taken care of by the school staff who have been trained in First Aid, CPR, and Universal Precautions. Parents will be informed of the accident through an accident/incident report provided by the teacher. The parent or guardian will need to sign accident/incident report to confirm they received the notification. **If the minor injury is one that may require additional medical treatment, the parent will be called immediately.** In the event of a major accident, paramedics will be called first, and then the parents. The Director or teacher will accompany the child to the hospital with the emergency card and the child's file and wait there until the parent arrives.

CHILD ABUSE (18.3): By law, any staff member in the school who has reasonable cause to suspect that a child has been subjected to abuse, [sexual abuse](#), or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report such fact to the county department of social services or local law enforcement agency. [Child Abuse staff training is required annually.](#)

If a parent suspects that a child has been abused at the school, a report must be made to the Arapahoe County Department of Social Services. The phone number is [1-\(844\) 264-5437](#). For information regarding licensing or if you have concerns about a childcare facility, please consult the Colorado Division of Childcare by phone at [303-866-5958](#). Any staff member accused of child abuse will be suspended without pay until the issue is resolved.

TO FILE A COMPLAINT REGARDING CHILDCARE GUIDELINES

Any concerns about compliance with the Rules and Regulations governing childcare centers may be brought to the attention of the Colorado Department of Early Childhood, Division of Early Learning Licensing and Administration, 710 S. Ash street, Denver, CO 80246 or Call 303-866-5958 or 1-800-799-5876.

WEATHER EMERGENCIES, FIRES, AND DISASTERS (18.1)

The fire marshal inspects Bethany annually, and the most recent inspection is posted outside the office. The children learn fire safety skills, including how to Stop, Drop and Roll early in the school year.

Fire drills are an important part of safety procedures as they ensure that everyone in the building knows how to get out safely as quickly as possible if a fire breaks out. To familiarize the children with safe procedures for exiting (or hiding) in a building in an emergency, Fire Drills are practiced once a month, Tornado drills are practiced monthly from March through October, and Lock Down Drills are practiced twice per semester. Our **safe off-site location is designated as the Denver Land Rover Dealership** which

is walking distance north of the parking lot, **or the McDonald's** just south of our location. In these situations, the parents will be notified by **text and emails from the teachers**. The teachers and Director will be responsible for the students until an authorized person arrives to pick up the child, no matter how long it takes.

Fire Drills – Bethany Busy Bee holds Fire Drills once a month to teach and prepare the children for an emergency. The following are the steps taken during a fire drill:

- The Assistant will lead the children to safety at the **closest exit with no stairs unless** the fire prevents them from exiting in that direction.
- The teacher will count the children as they follow the assistant, taking the attendance sheet for the day, the emergency bag, and their cell phone. The teacher will recount all children at the safety site and immediately text the Director: All accounted for **or** noting any missing children.
- Safety areas: against the playground wall for drills (outside the playground gate and walk to Land Rover for a real emergency) or the lower Patio towards the garage (and walk to Land Rover for a real emergency).
- The teachers will explain the importance of exiting quickly and safely while leaving all their belongings behind, whether at school or in another location.
- Office personnel will take the emergency cards and wait for emergency vehicles to arrive to report any missing children.
- Teachers will wait for a text authorization from the Director to return to the building or further instructions from the officials if it were to be a real emergency.

Tornado Drills - Bethany Busy Bee holds Tornado Drills once a month from March throughout October.

- The Assistant will lead the kids to safety in the underground using the far stairwell to the gym, through Bethany offices, and the Fellowship Hall to the meeting room behind the kitchen downstairs or to the underground hallway, which is the lowest level, and where there are no windows.
- The teacher will count the kids as they follow the assistant, taking the emergency bag which has the student's emergency contact list, the attendance for the day, their cell phone and recounting all children at the safety site.
- Teachers will take attendance at the designated safe site. Message the Director to inform: "All accounted for" or noting any missing children.
- The teachers will explain the importance of exiting quickly and safely while leaving all their belongings behind, whether at school or in another location.
- Office personnel will take emergency cards to the underground.
- Teachers will wait for the "all clear" text message authorization to return to the classroom.

Shelter in Place Drills/Lock out – "Bee Safe" "Shelter-in-place drill" means a drill in which the occupants of a building seek shelter in the building from an **external threat**.

- The staff will be informed through text message of the emergency by using "Bee Safe".
- If the class is outdoors, everyone will return inside quickly by using the whistle. We will practice using the whistle during the drills to identify the emergency.
- The Assistant leads the children inside; the teacher counts as they walk in. The playground door and all doors to enter the building are always locked.
- Teachers will take attendance inside the classroom to account for everyone and use Walkie Talkie or Text Messages to inform the Director immediately that all kids are safe or indicate if anyone is missing. If anyone is missing, the Assistant will notify the Office Staff who will search until the child is found.

- All doors to the building are locked down mode where no key cards would work to enter the building once the office presses the lockdown button.
- We will do business as usual.
- **No one is allowed inside or outside until authorized. Entrances will not work with the keycards.**

Lock Down Drills – “Bee Quiet”. “Lockdown drill” means a drill in which the occupants of a building are restricted to the interior of the building with **an internal threat** in the building is locked down to prevent any other intruders in (the key cards will not work). **Bethany Busy Bee holds Lock Down Drills once a month to teach and prepare the children for an emergency.**

- The emergency will be communicated by Walkie Talkie and ProCare Text Messages, so all staff receive the communication. The “be quiet” signal (finger on the mouth) will be used to call the children to safety which will be practiced throughout the school year. You may practice it with your children randomly to re-enforce the process if you would like.
- If the class is outside on the playground or the gym, they will exit safely towards Land Rover.
- Classes in the foyer will seek safety in the kitchen & kitchen closet. We will lock the kitchen metal window and door, as well as the closet door, turning the lights off. We will move away from the entrance, sit low and quietly. We will account for everyone, inform the Director immediately via text: all accounted for or indicate the missing children.
- Classes in the bathroom will seek safety in the nursery & the nursery closet. We will lock the nursery door, window, and closet door with the lights off. Be quiet. Account for everyone, inform the Director immediately: all accounted for or noting any missing children.
- Classes held in the gym will quickly move and enter the main equipment closet. Be quiet. Account for everyone, inform the Director immediately: all accounted for or noting any missing children
- Classes in the fellowship hall will move into room 126 and go all the way into the back portion of the room behind the partitions. Be quiet. Account for everyone, inform the Director immediately: all accounted for or noting any missing children
- If you are in the classroom, lock your doors, turn the lights off, go to your safety area away from windows and away from doors, and be quiet. Use your bathroom or cabinets as protection. Have one adult with children locked in the bathroom and another adult with children behind a counter or cabinet down low, if not everyone fits in the bathrooms. Account for everyone, use cell phone to inform the Director immediately: all accounted for or indicate any missing children.
- Do not come out until receiving the “all clear” from the emergency authorities in a real emergency, and from the Director for drill purposes.
- While waiting quietly, look around to see what you can use as a weapon (chair, coat rack, etc.).
- Should an assailant enter the classroom, the available staff in that area should quickly grab their selected item (weapon) and everyone all attack the assailant together at once. When office people hear the chaos, they will join to help with the assailant.

Re-Unification Process

The teacher and assistant will communicate with parents through email or text messaging in an emergency [where to pick up their child either at school or over at Land Rover.](#)

- Once all kids are accounted for at Land Rover. The teacher will contact the parents through notifying:
 - “Everyone is safe. We’ve had an emergency and are at the Land Rover Dealership north of the school on Broadway. Please come and pick up your children here. If you send someone I do not know, please message me with their name and have them bring an id. We’ll give you the details when you arrive.”
- Staff will not leave until all their class has been picked up.

COMMUNICATION DURING EMERGENCIES (18.1)

In the event of an emergency, the teachers will carry their cell phones, access to the emergency contacts, and the emergency bag. All staff will carry their cell phones to communicate with each other. The Director or office personnel will evacuate the building with emergency cards. Parents may be notified through text messages and email. Therefore, **we ask parents to please refrain from contacting the teachers or staff to keep the lines clear.** The teacher and assistant will use their cell phone to communicate with parents in an emergency.

Calvary Bethany Safety Response Communication Plan

Step 1: Within 24 hours of intercepting potential threat, the Calvary Bethany Safety team is notified and informed.

Step 2: Within 24 hours of intercepting the potential threat, Safety Team determines whether to inform the local law enforcement.

Step 3: If advised by local law enforcement, Safety team informs the remaining Calvary Bethany Elders and staff. The Busy Bee Director informs the Busy bee staff.

Step 4: If advised, Calvary Bethany Elders and staff inform ERT (emergency response team). ERT then helps to inform and direct congregation. If advised, Busy Bee Director immediately informs and directs parents.

Step 5; Safety team, Calvary Bethany Elders/ staff, ERT, Busy Bee Director and staff work with local law enforcement to determine and implement return to church or ELC plan and timeline.

Calvary Bethany Safety Team:

Dan Freng

Joe Fuenrtes

Chris Lenhart

Scott Ritterbush

Meredith Haun

STANDARD RESPONSE PROTOCOL (SRP): STUDENT SAFETY (18.1)

Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are trained for by the teachers, staff and administration. Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. **Lockout, Lockdown, Evacuate and Shelter.** In the event of an emergency, the action and appropriate directions are followed. **LOCKOUT** - "Secure the Perimeter"; **LOCKDOWN** - "Locks, Lights, Out of Sight"; **EVACUATE** - "To the Announced Location"; or **SHELTER** - "For a Hazard Using a Safety Strategy" training. Please take a moment to review these actions and let us know if you have any questions. Staff are trained and the school will practice these actions over the course of the school year in a non-threatening manner. An assistant teacher is assigned to special needs students that will ensure their safety during regular school and emergencies. Teachers will take all medications, epi pens, and asthma medication in a backpack with them. More information can be found at <http://iloveguys.org>.

LOCKOUT: SECURE THE PERIMETER

Bethany Busy Bee will use "BEE SAFE"

STUDENTS:

- Return to inside of building
- Do business as usual

Lockout is called when there is a threat or hazard outside of the school building.

TEACHERS:

- Recover students and staff from outside building
- Take roll, account for students
- Increased situational awareness
- Do business as usual

LOCKDOWN: LOCKS, LIGHTS, OUT OF SIGHT

Bethany Busy Bee will use "BEE QUIET"

STUDENTS:

- Move away from sight
- Be calm and remain silent

Lockdown is called when there is a threat or hazard inside the school building

TEACHERS:

- Lock the classroom door
- Turn the lights out
- Move away from sight
- Maintain silence
- Wait for First Responder's "all clear" to open the door
- Take roll, account for students

EVACUATE: TO A SAFE LOCATION

Bethany Busy Bee will use "BEE QUICK"

STUDENTS:

- Leave your things behind and evacuate in an orderly fashion with the teacher

Evacuation is required when you must move students and staff from one location to another

TEACHERS:

- Take your cell phone/ProCare app
- Lead students to the designated evacuation site
- Take roll, account for students
- Contact parents regarding relocation

SHELTER: FOR A HAZARD USING SAFETY STRATEGIES

Bethany Busy Bee will use "BEE QUICK"

SAMPLE HAZARDS:

- Tornado/Flood
- Hazmat

STUDENTS:

- Appropriate safety strategies

Shelter is required when there is a need for personal protection

SAMPLE SAFETY STRATEGIES:

- Evacuate children to shelter area
- Seal the room

TEACHERS:

- Appropriate hazard and safety strategies
- Take roll and account for students

STANDARD REUNIFICATION PROCESS: Student/Parent Reunification circumstances may require parents to pick up their students in a formalized, controlled release. This process is called reunification and may be necessary due to weather, a power outage, hazmat or a crisis. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Parents may be notified by email and/or text message system. A reunification text message may look something like this: *"The school has closed, please pick your child up at 10:25 at the main entrance. Emergency contact picking up the child must bring their ID"*. **Parent/Guardian Expectations:** First, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian. Second, What if a Parent Can't Pick-up Their Student? When a parent or emergency contact can't immediately go to the reunification site, the school

will hold the students until parents can pick them up. Third, have the emergency contact bring identification. This is to ensure the children are released to the person authorized by the parents. **How it Works For students:** the school will keep the students safe while waiting for a parent or guardian.

FINAL NOTES

Need to review what packet will include this year: The orientation packet includes a tuition rates flyer, volunteer opportunities, a school calendar, a class list of families who agreed to share their information with other families, fundraisers planned for the year, information about the child care tax credit, lunch bunch information and QR code linking to the parent handbook saved online. **Please sign the Parent Handbook Acknowledgement form indicating you have received and will read our Parent Handbook.** This signed statement is required by the State of Colorado.

The staff of Bethany Bee Busy Early Learning Center welcomes you and prays that your time with us will be valuable and enjoyable. Always feel free to contact the teacher or Director with concerns or comments you feel would be helpful. No matter what happens this year, we know that nothing is too big for our God who knows each of us by name, the number of hairs on our heads, (Matthew 10:30) and exactly what we need (Matthew 6: 25-34). While we live in a fallen world where there is trouble, we remember Jesus' words in John 16:33, "In this world you will have trouble. But take heart for I have overcome the world!" In order to provide the best possible outcomes for one another, together we have to commit to care for each other and build each other up. Please address issues directly with your teacher or the Director as quickly as there is an offense, so we can resolve the issue and you can speak positively about Busy Bee.

In every circumstance, both planned and unforeseen, we are wholeheartedly devoted to seeing your children thrive. (Psalms 115:14)

CALVARY BETHANY CHURCH (2.3)

Bethany Busy Bee Early Learning Center is a ministry outreach of [Calvary Bethany Church](#).

Calvary Bethany Church also welcomes you! Please look for information in the lobby for complete descriptions of who we are and what we are about on the website calvarybethany.com.

If you do not have a home church or you simply want to try something different, please know that both Bethany and Busy Bee welcome everyone.

Please feel free to join us for worship at any time!

CALVARY BETHANY' S SUNDAY WORSHIP TIMES

Sunday Worship at 10:30 am

The Church service is in the sanctuary. Children in kindergarten through 5th grade start in the sanctuary with their families. After worship and praise, these children will be dismissed to meet their Sunday School teacher in the lobby for an elementary aged class.

Child Care provided at 10:30 am

Nursery Care is provided for babies.

Toddlers and Preschool Age

STATEMENT OF FAITH (1.1)

We Believe...

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: The Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.
2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.
3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.
4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus-Israel's promised Messiah-was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.
5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.
6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.
7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.
8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.
9. We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.
10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

