

Busy Bee Nursery School

1618 27<sup>th</sup> Street <> Sacramento, CA 95816 <> (916) 457-7348 <> (916) 457-2325 Fax

Policy Statement & Enrollment Agreement

Child's Name \_\_\_\_\_ D.O.B \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Schedule	MON	TUE	WED	THU	FRI
AM	_____	_____	_____	_____	_____
PM	_____	_____	_____	_____	_____

Monthly Tuition \$ \_\_\_\_\_ Enrollment Fee \$ \_\_\_\_\_ Yearly Material Fee \$ \_\_\_\_\_

Busy Bee is open from 7am to 6pm. By law parents are required to sign their child IN and OUT each day. Proper identification is required from any individual who picks up your child. Parents need to notify staff if an individual other than those who are on your child's emergency card will be signing your child out. If you are late picking up your child a late fee of \$1 per minute must be paid in CASH to the teacher. Tuition is to be paid by the 1<sup>st</sup> of each month and is considered delinquent after the 5<sup>th</sup>. After the 5<sup>th</sup>, a late fee of \$25.00 will be added. Please make checks payable to Busy Bee. There are no refunds or credits for absences and/or vacations. Parents will be given 30 days notice of tuition increases.

Holidays and Closures: Busy Bee closes for all state holidays plus the week between Christmas and New Year. We will notify parents at least two weeks in advance of any additional days. Should any situation arise that evacuation of the center is necessary all children and staff will relocate to Trinity Lutheran Church located at 1500 27<sup>th</sup> Street.

Health and Wellness: All the children must be in good health when attending. Busy Bee will contact you if your child becomes too ill to complete the day. The children must be picked up immediately. Busy Bee will administer prescribed medication at 12:00pm (noon) only. All children must be currently immunized and copies of these records and current Physician's Report in each child file within 30 days of enrollment. Please provide us with updated records as your child grows. The Department of Social Services Community Care Licensing has the right to inspect files and classrooms at any time. This may include staff and/or child interviews without prior consent.

Department of Social Services has the authority to observe the physical condition of the child(ren) for any indication of abuse or neglect.

Withdrawal and dismissal: To withdraw your child from Busy Bee please submit a written two week advance notice. Tuition is due through the 14<sup>th</sup> day after the notice is given.

Notice of Nondiscrimination Policy: Busy Bee Nursery School admits students of any race, religion, national and ethnic origin. It does not Discriminate in providing services, educational programs, or admissions to children and their families on the basis of race, religion, cultural heritage, political beliefs, sexual orientation, or marital status.

Termination Policy: All children are accepted into the program on a trial basis. We will do everything we can to accommodate children's individual needs and make their placement work, but if a child or parent exhibits behavior that could be harmful to other children, adults and or is in conflict with our policies and standards of behavior, Busy Bee reserves the right to dismiss the child from the center without prior notice. In such case all prepaid tuition will be refunded. Children may also be terminated if financial obligations are not met. No student's tuition may have more than a one month balance at any time.

Busy Bee and State forms MUST be completed before your child may attend. Enrollment is limited by the centers license capacity.

I verify that I have read and understand Busy Bee's parent handbook and policy statement. I agree to abide by all policies and guidelines.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Director/Assistant Director \_\_\_\_\_ Date \_\_\_\_\_