



Preschool Policies

At Lil' Busy Bodies we are always looking for ways to improve the quality of your child's educational experience and to ensure their safety and health. We would like to share the following policies with you. These policies are designed to ensure that our teachers and your students can make the most of their time at school. Please read the following policies carefully and feel free to call if you have any question or concerns.

General Policies

Drop-Off:

When students are dropped off in the morning they must be signed in by their caregiver at the front desk and indicate (in writing) who will be picking the student up at the end of the day. Please do not drop your student off more than 5 minutes before class. This will help our teachers be fully prepared for your students when they arrive. If you need to drop your student off more than 5 minutes before class please make arrangements with the front desk 24 hours in advance.

Pick-Up:

Children must be signed out whenever leaving the facility. Children will only be released to adults authorized (in writing) for pick up by the child's primary caregiver. The preschool keeps a file of names, addresses, and phone numbers of all persons allowed to pick up a child in case of an emergency. This policy is meant to ensure the safety of your child. The file is based on information provided on enrollment forms. All information in the child's file is considered confidential and used only regarding the care of the child. To change these names written notification must be submitted to the Director by the primary caregiver. No one under sixteen years of age is permitted to pick up a child. ID will be requested from anyone we do not know. Our staff is authorized and instructed to call the police if an unauthorized person attempts to take a child.

Punctuality:

If caregivers arrive early to pick-up a child they are asked to wait in the waiting room, outside, or in the main foyer until class has ended. Morning classes end at 1:00pm and afternoon classes end at 3:00 pm. Please be punctual when picking up your child. If you cannot pick up your child on time please call the school. We want to make sure that all children at our facility are supervised and cared for. Your prompt arrival allows our teachers to prepare for future classes.

If you are late for morning pick up by 10 minutes or more you will be charged \$1 per minute after the 10 minute leeway. Afternoon pick up will be charged \$2 per minute after 10min leeway. These payments are to be paid at the time you pick up your child unless otherwise discussed.

*Please remember our teacher's work day doesn't end when your child is picked up. We still need to clean, sanitize, and prepare for the next day. It is important that when you arrive to pick up your child you don't stay longer than our disclosed pick up time. If you have questions for the teachers you may come early and we would be happy to answer them. You can also reach us at our email or through our Lil' Busy Bodies Facebook page. Our teachers are diligent at checking emails and will do everything they can to respond to you in the next 24 hours.

Change of Clothing:

Although children are potty trained there are still accidents that happen at school. We would like to lessen the impact of these accidents, and quickly return your child to the class by having parents provide one extra set of clothes for each child, to be kept in their classroom. Please bring the following items: Shirt, Underwear, Pants, and Socks, in a plastic bag or small storage container labeled with your child's first and last name.

Communication:

In the event that your child will be absent from school please call the school at (760) 659-0599 or through our Facebook Page. In order to keep you well informed, teachers will send monthly calendars and notes home with your child, answer questions by phone and email or speak personally with parents as you drop off your children. Please check your child's backpack each day for correspondence. To reach a member of the staff please call the school or via email mylilbusybodeis@yahoo.com or via Facebook messenger. If we are not available your call will be returned promptly.

Guests:

The preschool would like to ensure a positive, non-distracted learning environment for your preschooler and his/her classmates. The Center cannot at any time accept responsibility for unregistered children.

Weather

Preschool students should wear clothing that is appropriate for the season. Please ensure that your child brings a coat or jacket to school in colder seasons in case the class goes outside.

Supplies and Food:

Supplies are included in the cost of tuition, except for special programs and events. For example, students may be asked to contribute food for a social, or the preschool may collect plastic bottles or cans for an art project. A note will be sent home if the preschool is asking for supplemental supplies. Parents will provide a snack and lunch each day. Each child has special dietary needs and are not allowed to share food. Please do not allow children to bring candy, gum or other treats to preschool.

Nap Policy:

We have an optional nap/quiet time during our learning day from 1:00-2:00 for our full day children not enrolled in Kindersteps. We are constantly busy and active during our day at school and understand children may get tired. If you think your child may need a nap please provide a fitted crib sheet, small pillow, and blanket.

Sick Policy:

If your child has had a fever, diarrhea, vomiting, or green runny nose in the past 24-hours children need to stay home until symptoms subside. If your child has had pink eye, lice, or any contagious skin rashes in the past week your child needs to stay home for a week unless you can provide a doctors note clearing them for school. If your child has had any of these infectious illnesses please let the staff know immediately. If any of our teachers believe your child is not healthy enough to stay at school you will be called to pick them up ASAP. Our number one goal is to provide a safe place for all of our students and we understand how quickly germs and illnesses can spread with small children.

TRANSPORTATION:

Transportation of children will be provided by the parents, caregivers, or anyone listed on the emergency pick up form. Only drivers licensed for the type of vehicle operated shall be permitted to transport children. Motor vehicles used to transport children shall be maintained in safe operating condition.

All vehicle occupants shall be secured in an appropriate restraint system. Children shall not be left in parked vehicles.

Sign in and Out Policy:

Parents or designated adults are responsible for signing children in and out. The center Director also has the authority to sign children in and out of the center when needed.

Behavioral Policy

Biting and Behavioral Policy:

We have zero tolerance for biting, hitting, or any other acts of aggression. If your child bites or violently endangers another student they will be removed from the activity in which we are doing, a teacher will contact you, and you will need to come and pick them up immediately. If a child hits or is being disruptive to the other children they will be removed from the activity and talked to by staff until they can control their bodies and use appropriate classroom behavior towards staff and peers. No Corporal Punishment/Violation of Personal Rights shall ever be used.

We try very hard as a staff to teach children to use appropriate methods of dealing with their feelings. Our top priority is to keep all of our children safe in our classroom. We could be happy to schedule a parent teacher conference to address any behavioral issues which may be taking place at home of school. If your child bites or is violent beyond normal standards 3X they will be dismissed from our program.

Late Payment Policy:

We have many ways to collect tuition and all of our teachers are trained in it. Payment is due the first day of school of the new month, you can pay during drop off, pick up, or through auto billing. Any payments paid after the fifth of the month will incur a 10% late payment fee. Tuition is non-refundable. No Exceptions.

Tuition Policy:

We have a set monthly tuition every month and we do not discount for missed classes. You can have 2 make-up classes per semester. Make-ups are meant for times your child is ill and cannot attend school not vacation or scheduled holidays. Please let the teachers know via e-mail, phone call, or text if your child will be missing school. mylilbusybodies@yahoo.com or (760) 659-0599

Termination Policy:

To terminate your enrollment ,and surrender your spot in school, you must provide staff with a 30 day written notice of cancellation. You will be required to pay tuition up until the 30 days after written termination has been filed.

Thank You,
Lil' Busy Bodies Staff

I have read and understand all above preschool policies:

X _____
Parent Signature

Date: _____