



**BEE MY BABY**  
Child Care Center & Preschool

# ***PARENT HANDBOOK***

**Bee My Baby Lakewood**  
14321 Detroit Road  
Lakewood, OH 44107  
(216) 600-5511  
beemybabylakewood@gmail.com

**Bee My Baby North Olmsted**  
23789 Lorain Road  
North Olmsted, OH 44070  
(440) 471-4704  
beemybabynortholmsted@gmail.com

**HOURS OF OPERATION:**  
**MONDAY - FRIDAY**  
**6:00 AM - 6:30 PM**



Dear Bee My Baby Parent,

We want to take this opportunity to welcome you to Bee My Baby Child Care Centers and Preschools and to let you know how excited we are to have you as a part of our Bee My Baby family. We are honored that you have chosen us to care for your child and we pledge to provide you with the highest quality of care and education for your child.

As your childcare provider, we know that you have placed your trust in us to care for your child. We take that responsibility very seriously and strive to provide the highest level of care and education for your family. We look forward to getting to know your family as we work together to provide the best childcare experience for your child.

We ask that you read this handbook to familiarize yourself with our Bee My Baby policies and procedures. Please don't hesitate to ask us any questions you may have after you have read the handbook. Again, we are so proud that you have chosen us as your childcare provider and we thank you for choosing us to provide the excellent quality of care your family needs and deserves.

Sincerely,

The Bee My Baby Team and Education Unlimited, Inc.

Thank you for choosing Bee My Baby Child Care Centers and Preschools. In this handbook, you will find information regarding the enrollment and care of your child at our facility. This handbook is written to comply with all state licensing requirements.

**CENTER INFORMATION:**

Should you need assistance with questions or concerns, please feel free to contact our center directors with any questions Monday through Friday, 8am to 5pm to schedule a meeting time.

*Bee My Baby Lakewood:*

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[beemybabylakewood@gmail.com](mailto:beemybabylakewood@gmail.com)

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**LICENSING INFORMATION:**

Bee My Baby Child Care and Preschool is licensed to operate by the Ohio Department of Job and Family Services. This license and all inspection reports are posted on the bulletin board in the hallway near the entrances to our centers. The Building Occupancy Permit is also displayed in this area, and Fire Inspection reports are on file in the office. They are also available upon request.

Bee My Baby provides care for children ages 6 weeks through 12 years of age. We work in collaboration with the Cuyahoga County Department of Jobs and Family Services which permits us to provide state supported programs to eligible children.

**PHILOSOPHY:**

Bee My Baby Child Care and Preschool provides a stimulating and developmentally appropriate environment staffed by nurturing and caring early childhood professionals. The programming is based on the developmental needs of each group as well as the special and unique needs of each child.

**MISSION STATEMENT:**

To provide superior childcare and developmental services in a warm and supportive environment that encourages children to grow and expand academically and socially, while exploring their true selves.

**NON-DISCRIMINATION POLICY:**

Bee My Baby does not discriminate by reason of race, color, religion, sex, national origin, or disability in violation of the American with disabilities act of 1990, 104 Stat. 32,42 U.S.C. 12101 et seq. in the way we enroll and provide services. This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio administrative code JFS 01237.

**OUR STAFF:**

Bee My Baby employees meet the ODJFS requirements for their position. To assist in maintaining quality service and care our staff consists of highly trained and / or experienced childcare professionals. We carefully screen our teachers so that your child is being cared for and taught by loving caretakers with many hours of early childhood education training. All of our staff members are certified in Infant, Child and Adult CPR and First Aid. They are also trained in communicable disease and child abuse.

**ENROLLMENT/FEES:**

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The center administrator will schedule and meet with each parent/guardian individually to review the enrollment procedures. All state required enrollment documents will be made available during this time. All fees and co-pays are due by the Friday prior to the service week.

There is a one-time, non-refundable registration fee of \$75 per child or \$150 per family and we grant a multi-child discount of 10% off the oldest child. Please refer to your center for your child(ren)'s tuition rate.

### **LATE PAYMENTS AND MISSED SWIPES:**

Tuition or co-pay is due the Friday prior to each service week. If payment is more than two weeks overdue, we will not provide childcare services until payment has been made in full. Parents who received state funded childcare must swipe every day, upon drop-off and pick-up. If you fail to swipe for an entire week, we will not provide childcare services for your child until all back-swiping is complete.

### **OPEN DOOR/VISITATION POLICY:**

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operations for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the administrator his/her presence.

### **ARRIVAL / DEPARTURE EACH DAY:**

In order for us to meet the state requirements for ratio, it is important that the administrator is made aware of your arrival and departure times at least a week in advance. Please adhere to the schedule that has been previously agreed upon.

Upon arrival at the center the parent should sign their child in on the laptop or tablet provided near the door. Parent should then take their child to their assigned classroom and let the teacher

know the child has arrived. At that time a staff member will mark them present on the class attendance sheet.

Upon departure from the center, the parent should make himself or herself known to a staff member and that time the staff member will mark their departure on the attendance sheet. The parent should then sign their child out on the tablet or laptop by the door

If someone other than a parent or guardian will be picking up your child, please notify the administrator. A child will only be released to parent or other named person on the child's enrollment form who is at least 18 years of age. The person must provide a form of picture identification in order to gain access to the facility.

### **LATE PICK UP POLICY:**

A late pick up fee of \$10 per fifteen-minute increment period, per child will be charged when a child is not picked by the agreed upon time. This fee must be paid that day, or the next day prior to the child returning to the facility. The late fee does not constitute as an agreement to provide afterhours care, nor will the late fee be applied toward childcare fees. Chronic lateness may also result of suspension or termination of care.

### **DIVORCE/SEPARATION/CUSTODY ISSUES:**

If a child custody issue affects the care given to your child, Bee My Baby is legally bound to abide by the wishes of the parent with legal custody. A copy of the most recent court order, showing custody must be provided to Administrator for the child's file. Documentation of financial responsibility may also be requested if this is needed to determine child-care fees. Release of the child will be guided by the court document. Without a court document, Bee My Baby will not accept the responsibility of deciding which parent has legal custody or financial responsibility. If you are concerned about a potential problem, a written agreement will be required. The agreement will be based on individual evaluation and will be signed by both

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parents, identifying relevant information such as who can pick up the child, visitation times and visitation dates.

### **PARKING LOT SAFETY:**

Anyone who parks their car in the parking lot must use a lined parking space and must turn their car off while the car is parked in the lot. Adults who use Bee My Baby's parking lot for picking up and dropping off are responsible for the safety of their child during those times. Please drive slowly in the parking lot.

### **EMERGENCY PREPAREDNESS:**

Staff will conduct monthly fire drills at varying times. Tornado drills will also be practiced monthly from March thru September. A record of these drills will be kept in the office. There is a fire emergency, weather alert plan, dental first aid, and general emergency plan posted in each room. These plans explain the evacuation routes and staff responsibilities in case of fire, emergency and/or weather alert.

In the event of an evacuation children will walk to **Stratos Cafe** 23642 Lorain Road North Olmsted, OH 44070 (440) 734-9431, where parents will be called to pick up their children.

### **MEALS AND SNACKS:**

All meals and snacks meet or exceed the USDA minimum nutrition standards and ODJFS licensing requirements. Meals are provided at the following times for children 12 months and older.

- Breakfast (8:00- 8:30 am)
- Lunch (12:00 – 12:30 pm)
- PM Snack (3:00 – 3:30 pm)

If your child arrives outside of these times, snacks and meals will not be provided.

We are a tree-nut free facility. If you should want to provide a snack for your child's birthday or other special occasion, please make sure that it meets this criterion.

### **BREAST FEEDING:**

A cushioned chair is available in the Infant Room for mothers who would like to breast feed and/or pump breast milk their child at our facility.

### **PROGRAM CANCELLATION/CLOSINGS/DELAYS/ ABSENCES/ VACATIONS:**

Closings or delays will be posted on our Facebook page and on the FOX 8 News website under Daycare Closings. You can sign up for alerts at [www.fox8.com](http://www.fox8.com).

### **Holidays:**

The Center will be closed during the following Holidays;

- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve – afternoon
- Christmas
- New Years Eve - afternoon
- New Years Day
- Good Friday
- Memorial Day
- Independence Day

### **Vacations:**

Once enrolled for 90 days, families paying privately have the ability to utilize up to 2 weeks of vacation time for each year of enrollment. The time may not be used for individual days, only for a full week at a time and cannot be used consecutively. Vacation time must be requested 2 weeks prior to the vacation week.

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### **Absences:**

If a child is absent due to illness, the parent/ guardian must notify the center of the child absence each day before their scheduled arrival time. Please be aware that parents are still responsible for full childcare fees during illness/absences.

If a School Age child doesn't arrive at their scheduled time by bus or other previously arranged transportation, the parents will be notified immediately.

### **GUIDANCE AND MANAGEMENT PHILOSOPHY:**

Bee My Baby staff believes that children develop and learn best through positive reinforcement, and the teaching and modeling of proper behavior. To maximize the enjoyment while in our program, it is necessary to have a fair and consistent discipline policy. It is our desire that your child takes advantage of all the activities offered. Appropriate and respectful behavior will help to make this possible.

Misbehavior will be handled first, by talking it out firmly, but positively, reminding students of the expected behaviors. If the misbehavior reoccurs, children may be asked to take a brief time away from the activity or situation that has prompted the conflict. If the misbehavior is repeated, a written note will be sent home at the end of a difficult day. Should the behavior persist, a discussion with the parents may be needed to determine a joint plan of action that will address the concern.

### **SUPERVISION:**

No child will be left unsupervised. There will be staff present, with at least one staff member caring for every group of children in accordance to state childcare ratios. The only exception is that a school age child may run errands inside the building or use the restroom singly or in groups without adult supervision, as long as they are within hearing distance of the adult, and the adult checks on them every 5 minutes until their return.

Only school aged children with written permission granted by the parent or guardian will be allowed to walk home or depart from the facility at the end of their scheduled time.

We will gain written permission for children leaving the center for specific activities that are not deemed as routine, and for other activities within the building.

### **ASSESSMENTS:**

As part of the Step Up to Quality requirements and in order to evaluate the success of our program, Bee My Baby will conduct periodic assessments on all children who have not entered kindergarten. The data will be reported to the ODJFS according to 5101:2-17-02 of the Administrative Code

### **TRANSITIONING:**

You will be notified, in writing, when your child is ready to move up to the next classroom. As part of this transition, Bee My Baby staff will develop a transition plan. This plan will include the beginning and ending date of the transitioning periods and include a transition schedule. This plan must be signed by the parent/guardian. Parents/guardians may also request to have their child transitioned. This request must be made in writing and submitted to the Administrator. This request will be accommodated if it is in the best interest of the child and if there is space available in the next room.

### **PARENT PARTICIPATION:**

Bee My Baby strives to create a parent welcomed environment. We encourage all parents to participate when needed. Such opportunities may be available during open houses, parent conferences and field trips.

### **PARENT CONTACT LIST:**

For planning purposes and for parent information, parent names, addresses and phone numbers are compiled in the form

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of a contact list. This is optional and your details are only included with your permission. Please ensure you sign the necessary documentation found in the enrollment application.

### **CHILD ABUSE AND SAFETY POLICY:**

The administrator and each employee of the facility is required, under section 2151.421 of the Ohio revised code, O.R.C. to report their suspicions of child abuse or child neglect to the local public children's services agency.

A staff member trained in first aid, communicable disease recognition, and child abuse recognition will be present with the children at all times. All Bee My Baby Child Care and Preschool Staff are required to protect children from abuse and neglect while in our care, and to immediately notify the local Children's Services Board when suspicious of abuse or neglect. Child abuse or neglect cases will be phoned into the child abuse hotline 696-KIDS. All staff hired to work in The Bee My Baby Child Care and Preschool program will be fingerprinted through the Bureau of Criminal Investigation. This is to ensure that all staff working with children will be free from convictions related to child abuse.

### **PHOTOGRAPHIC/INTERNET PERMISSION:**

Since the internet is such a powerful marketing tool, we ask that you grant us permission to take photos of your child and publish their activity while they are here with us. No names will ever be used in conjunction with these photographs and no child will be photographed without a signed written permission to be photographed.

### **TRANSPORTATION/FIELD TRIP POLICY:**

We plan for safety whenever children are transported. A person trained in first aid, CPR and management of communicable disease will be available on each field trip; a first aid kit shall be available on the trip; child health records and emergency transportation authorization forms will be taken on all outings. Permission slips will be provided for all routine and one-time field trips.

The children will be transported by bus. The children will be allocated to specific groups and the group leader will maintain attendance records at all times. Attendance will be taken at departure and arrival and periodically during the trip. For trips that are not deemed routine trips, special written permission will be obtained from the parents. Children will wear identification with Bee My Baby name, address and phone numbers when participating in field trips.

### **OUTDOOR PLAY POLICY:**

Outdoor play is necessary when the children are in attendance for four or more consecutive hours. The children will have outdoor -play access in a designated and restricted area on the south side of the facility. In addition, children may take walks. Staff/child ratios will be maintained along with attendance lists. Children will not be taken outside when the temperature drops below 25 degrees or rise above 90 degrees. On the days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activity. Gross motor activities include: Indoor basketballs and free play space that includes equipment such as: hoola-hoops, jump ropes, soft textured balls etc. **Please send your children with suitable clothing for playing outdoors.**

### **BRINGING TOYS FROM HOME:**

Please do not permit your child to bring toys from home. The toys have a tendency to get lost or broken by other children. These situations may cause unnecessary emotional stress for your child. **Bee My Baby is not responsible for toys brought from home.**

### **EXPULSION FROM BEE MY BABY:**

A child's expulsion from the school is considered a last resort. Before this measure is taken, Bee My Baby will take various approaches to improve the situation. The following are reasons it may be necessary to discontinue childcare services:

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- Nonpayment of tuition by due date.
- The child imposes psychological or physical danger to other children.
- The child imposes physical danger to a staff member.

### **RE-ADMISSION POLICY:**

If your child has contracted any of the symptoms above, your child must be **symptom free for 24 hours** before returning to Bee My Baby Child Care and Preschool. If your child is diagnosed with a particular communicable disease, he/she must submit a letter from the doctor indicating that they are free from communicable disease before returning. The Bee My Baby Child Care and Preschool Administrator may request a doctor's note if an illness seems to be chronic in nature.

### **ACCIDENT/MEDICAL/DENTAL EMERGENCY POLICY/INCIDENT REPORTING:**

In the unlikely event of a medical and/or dental emergency or accident, Bee My Baby Childcare and Preschool staff will follow a posted medical and dental emergency plan. A staff member with first aid certification will be with the children at all times.

Upon discovering an injury, the parent/guardian shall be notified. In the event that a parent/guardian refuses medical attention or referral for their injured child, this will be noted immediately and signed in the presence of witnesses, and at the earliest opportunity, by the parent/guardian of the injured child. If the injured child is ambulatory, the staff will transport the child by ambulance to the nearest hospital, unless directed elsewhere by parent or guardian. If a parent/guardian refuses medical attention for an injured child they must transport the child from the hospital. If a child is non-ambulatory and is in need of emergency transportation, the area EMS will be called, to transport the child to the nearest hospital. A staff member will accompany the child and stay with them until a parent arrives. A staff member will complete an incident report within 24 hours of the injury. A parent will receive a copy to sign. A copy of the report will be kept in the child's file and a copy will be faxed to

the state licensing offices. On-site commanding officers will be notified immediately of any injury, so that the necessary paperwork is completed.

### **ILLNESS/COMMUNICABLE DISEASE POLICY:**

A staff member trained in communicable disease recognition will be with the children during the hours the Center is in operation. They will be available to observe all children upon sign in. If a child exhibits symptoms of a communicable disease, the parent, guardian or previously designated emergency contact person will be expected to pick up the child as quickly as possible.

A child with any of the following signs or symptoms of illness should not be brought to daycare or shall be immediately isolated and discharged to his/her parent/guardian or person designated by the parent/guardian:

- Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness;
- Diarrhea (three or more abnormally loose stools in a 24 hr period)
- Severe coughing (whooping, or red/blue in the face)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, eye lids, thick puss, general eye pain
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray white stool
- Stiff neck and elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestations
- Sore throat or difficulty swallowing
- Vomiting more than one time or when accompanied by another sign or symptom of illness



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A mildly ill child will be observed within the group and observed for worsening conditions. If a child is isolated due to suspected communicable disease they shall be within sight and hearing distance of an adult at all times and will be made comfortable. The child will be cared for in another portion of the room away from other children. The parent/guardian will immediately be informed if the child's symptoms worsen or if the child displays any type of the symptoms previously listed. The center will notify all parents within 24 hours if their child has been exposed to a communicable disease, either by phone, verbally, or signs posted in the classroom.

### **ADMISSION OF CHILD WITHOUT IMMUNIZATIONS:**

No child will be permitted to attend Bee My Baby without proper immunizations. Should a parent make a thoughtful decision not to immunize, a doctor still must sign the ODJFS Child Medical Form and give written permission for that child to be enrolled in a daycare setting.

### **ADMISSION OF CHILD WITHOUT EMERGENCY TRANSPORT CONSENT:**

No child will be permitted to attend Bee My Baby without signed parent permission to be transported for medical care should the director decide it is the best interest of the child.

### **ADMINISTRATION OF MEDICATION, FOOD SUPPLEMENTS MODIFIED DIETS:**

If your child needs medication while on the premises, the Administrator will administer the medication. **The medication must be provided to the staff member clearly marked with the child's name, the date, exact dosing instructions written by a licensed physician, and length of treatment (measuring spoon must be provided if needed.) The appropriate paperwork must also be completed.**

#### Asthma

If your child is asthmatic, please ensure that your child has an inhaler or breathing machine at our facility. This can be given to

the Administrator, with the child's name and instructions clearly marked. An ODJFS 01217 Request for Administration of Medication Form and ODJFS 01236 Child Medical/Physical Care Plan form will need to be completed for your child. Following every dose, the teacher or administrator will record the dosage and time on the ODJFS 01217 Form.

#### Non-prescription Medication:

The following items may be administered by our staff if an ODJFS 01217 Request for Administration of Medication Form is completed and on file in our office.

- Sun block
- Diaper Cream
- Over the counter medication

### **CARE OF INFANTS:**

Infant care will be provided according to the needs of each child. Feeding and naptimes are on an individual basis. Diapers are changed with every bowel movement or every two hours, whichever comes first.

### **TYPICAL CLASSROOM SCHEDULE:**

(varies somewhat according to age and circumstances)

6:00 - 8:00	Arrival / Free Play
8:00 - 8:30	Breakfast
8:30 - 9:00	Bathroom & Hygiene
9:00 - 9:30	Circle Time (Calendar, Weather, Helpers, Songs)
9:30-10:30	Morning Lesson
10:30 -10:30	Art / Crafts / Creative Learning
10:30-11:30	Gross Motor Outdoor Play Time
11:30-12:00	Bathroom / Hand washing
12:00-12:30	Lunch
12:30-1:00	Bathroom / Hand washing
1:00-3:00	Rest Time
3:00 -3:30	Bathroom / Snack
3:30- 4:30	Gross Motor Outdoor Play Time
4:30 - 6:30	End of day free play

**SUPPLY LIST FOR EACH CHILD:**

**Please label all items with permanent marker.**

The following items will help us care for your child:

1. Complete change of clothes
2. Gloves, hat and mittens in winter. Sunscreen in summer.
3. Extra pair of sneakers
4. Favorite blanket and pillow (optional)  
(sent home on Fridays to wash)
5. Prepared bottles of formula or juice for infants
6. One or two bibs, if your child uses them
7. A one week supply of diapers and wipes

**TEACHER – CHILD RATIOS:**

Our teacher/child ratios are set forth by the daycare licensing policy and are strictly adhered to at all times.

Staff to Children	Maximum Group Size	Category	Ages of Children
1:5 or 2:12	12	Infants	0-12 months
1:6 or 2:12	12	Infants	12mo-18mo
1:7	14	Toddlers	18mo-30mo
1:8	16	Toddlers	30mo-36mo
1:12	24	Preschoolers	3-4 years
1:14	28	Preschoolers	4 years until age eligible for kindergarten
1:18	36	Schoolagers	Age eligible for kindergarten to 11 years
1:20	40	Schoolagers	11 yeas through 14 years

**Exceptions:**

- When different age children are combined in one group, the ratio for the youngest child must be followed. The only exception to this is when one child, who is 2 ½ years or older, is permanently assigned to the next older age group.
- At naptime, ratio may be doubled, if all of the following are met:
  - All children are resting quietly on their cots.
  - All children are toddlers or older (not permitted for any group containing infants)
  - There are adequate staff members on site to meet ratios in case of an emergency.
  - It is done for no more than 1 ½ hours per day.
- Maximum group size is the maximum number of children that may be cared for in one group at any time. When age groups are combined, the maximum group size is based on the age of the youngest child.
- Maximum group size requirements do not apply during naptime, evening sleep time, mealtime, snack time, outdoor play, fieldtrips or special occasions.