

## **Welcome to the BUSY BEES Classroom**



Your child is ready to begin the transition process from the Teddy Bears class to the Busy Bees class. The Teddy Bears Teachers and the Director have observed positive developmental changes in your child and we are confident that he or she will be successful in the next classroom.

There will be a tuition change when your child goes from the Teddy Bears to the Bees. Please refer to our website for the most current rates. Your child will also need a nap mat – you can purchase one from us for \$25 or provide your own. Believe it or not, your child will be sleeping on a cot within a short time after joining the Busy Bees class.

### **How will the transition process work?**

The transition process typically lasts for one week with the goal of having your child adjusted to his or her new teachers, setting, routines, schedule, and the ways things are done before beginning full days in the new class. This goal is achieved by having your child spend a portion of his or her day in the new setting. Typically, the Busy Bee teachers transition new infants into their classroom between 9:30 and 12:30. The transitioning times are very flexible depending upon the needs of the children and the center. The main idea is that the children spend time each day in their new classroom to become acclimated to all aspects of the new environment.

### **A Brief Introduction to the Busy Bees Class**

Similar to our Teddy Bears Classroom, our Busy Bees classroom is focused on maintaining a secure attachment between the older infant and his or her parents and caregivers from the time the older infant is crawling until they have developmentally ready to move on to the Turtle Tots classroom. All bottles and food for infants are kept in refrigerators that are for the exclusive use of the Busy Bees classroom.

Within the Busy Bees classroom, we attempt to maintain as much consistency with regard to quality of care and routine as possible. We will communicate with you and provide reports about your baby's feeding, napping, diapering, and other observations on a daily basis and webcams have been installed in the classroom, so that you can view your baby at any time during the day. We encourage you to spend time getting to know the caregivers by name in the classroom and to provide them with as much information about your baby's habits, schedule, favorite activities, and your special remedies for soothing your baby. Our expectation is that the lines of communication remain very open between you, all caregivers within your child's classroom, and the management team to optimize the level of care for

## Frequently Asked Questions

### **Q: How does the new classroom work with my child's current eating and/or napping schedule?**

A: There is a general time during the day that is dedicated for naps from 12:15 until 2:00 pm each day. However, we understand that many of the older infants will require either an additional morning or afternoon nap or both. We have designed the general napping schedule to ease the transition to the next class wherein all of the children take one nap a day during the general nap time.

### **Q: How do I know my older infant is ready to eat table food?**

A: Your baby's teacher and pediatrician will work closely with you as your child begins to show signs of readiness to eat table food. Please be advised that your child's pediatrician may have specific recommendations with regard to your child's diet or other health needs.

Some signs that you may observe might be:

- Showing interest in trying to feed him/herself (grabbing at spoon or food)
- Refusing to be fed with a spoon
- Turning away from puree or spitting out of puree
- Chewing or mashing food
- Pincher grasp (child able to hold items with thumb and forefinger or with fist)

### **Q: When will my child begin the transition from the crib to the cot?**

A: Once your child is one year old, he or she will begin the transition from taking naps in cribs to napping on a cot. There will be a one-time charge of \$25 for the purchase of a mat to be used on the cot during his or her nap time. The nap mat needs to be taken home every Friday to be washed and returned each Monday.

### **Q: When is the recommended time for my child to transition from formula or breast milk to whole milk?**

A: Most pediatricians recommend that children abstain from drinking whole milk until they have reached at least one year of age. Your child's pediatrician may have specific recommendations for your child depending on his or hereditary and other healthcare needs.

### **Q: How do I know when it is time for my child to transition from drinking out of a bottle to a Sippy cup?**

A: Your child's teachers will work closely with you to help you determine the most appropriate time for your child to transition from drinking out of a bottle to a Sippy cup. Many of our infants begin this process as early as 8 or 9 months and for others, it is closer to their one-year birthday.

### **Q: What are some developmental goals that the teachers will have for my child while he or she is in this classroom?**

A: The teachers of the Busy Bees classroom work on supporting your child's development in all areas (physical, social-emotional, cognitive, language & literacy, and temperament). Each week, the teachers choose a theme on which to focus their activities. The teachers select specific objectives for the children and observe and engage them in developmentally appropriate activities to support their development. Parent-teacher conferences are held bi-annually to discuss your child's growth. If you ever desire to obtain information prior to the parent-teacher conference, please email the

management team to set up a time to meet with your child's teacher.

**Q: What are some developmental gains that you expect to observe in my child before transitioning him/her to the Turtle Tots class?**

A: As the name of this classroom implies, the children in this classroom are very energetic and busy unless they are asleep. Children at this stage are trying to make sense of themselves and eventually, will begin to make sense of the world around them as they explore through their senses and interact with their peers. Our Busy Bees classroom has been designed with this in mind as it is staffed one teacher for every four children and there is a large gated area filled with toys for the children's enjoyment and exploration. We have set up an environment for these older infants in a manner that allows them to learn more about themselves, greet their friends with big smiles, opportunities to play independently, in pairs, or in small groups, and to "read" books or have books read to them. The main focus of this room is to foster a smooth transition from very young infancy to older infancy through encouraged and guided exploration in a warm and safe environment.

By the time your child leaves this room, you may observe him or her:

- Eating table food and a small table
- Drinking whole milk out of a Sippy cup
- Taking one nap a day on a cot
- Steady walker
- Following simple commands (Ex: "Bring me your shoe", "Come here", "Look")
- Points to at least two body parts
- 3-5 words (Mama, Dada, No, etc.)
- May begin to see child exploring imaginary play such as pretending to sleep, sweep, comb hair, and etc.



## **Welcome to the Busy Bees Class!**

We are happy to have you and your child join us. The Busy Bees room can most readily be described as a transition point between the Teddy Bears and Turtle Tots classrooms. In our room, we will assist your child in successfully transitioning from bottle to Sippy cup, crib to cot, high chair to table, multiple naps to one nap a day, and baby food to table food.

As caregivers and teachers, parents can expect us to always support you and your child during transitions, to provide daily learning activities and learning experiences for your child, and to always use positive guidance with your children.

As parents, we ask you to help us make all transitions as easy as possible.

We expect that you:

- Always communicate any comments, issues, or concerns with us in a timely manner,
- Ensure that your child has a change of clothes at school, and
- Provide extra food as an alternative should your child not desire the food on the menu or be hungry and need a little extra snack.

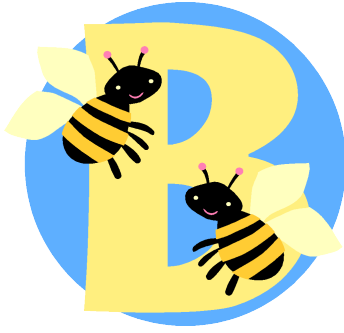
Our expectation is that licensing and Center guidelines be followed including:

- Your most current address, phone number, emergency and authorized pick up contact information
- All sunscreen, diaper cream, and medication forms to be properly filled out when needed

Also, please remember to label everything that you bring to school for your child with his or her first and last name including clothes, diapers, wipes, medication, sunscreen, diaper cream, and food (food must have a name and a date).

We are very excited to have a new member in our class. We know that we will have a pleasurable experience with both parents and child.

Sincerely,  
The Busy Bees Team



## The Busy Bees General Class Schedule

7:00 – 8:30	Greetings, Free Play and Breakfast
9:00 – 10:00	Diaper Changes and Group Time
10:00 – 10:20	Morning Snack
10:20 – 11:00	Outside Time or Gross Motor Activity
11:00 – 12:00	Art or Sensory Activity and Diaper Change
12:00 – 12:30	Lunch and Cleaning Up
12:30 – 2:30	Nap Time
2:30 – 3:00	Snack and Diaper Changes
3:00 – 4:00	Outside Time or Gross Motor Activity
4:00 – 5:00	Small Groups
5:00 – 5:30	Snack and Diaper Changes
5:30 – 6:00	Fine Motor Activity and Music and Movement
6:00 – 6:30	Free Play

\*\* Story times are interspersed throughout the day.

# Busy Bee Songs

## WELCOME SONG

Jack came to school today  
School today, school today.  
Jack came to school today  
Hi Jack Hi

\*Repeat with every child's name

## CLEAN UP SONG

Clean up, clean up  
Everybody, everywhere!  
Clean up, clean up  
Everybody do your share.

\*Repeat until finished cleaning up

## LA LECHUZA (Spanish)

La lechuza, la lechuza  
Hace shhhh  
Hace shhhh  
Todos calladitos como la lechuza  
Hace shhhh  
Hace shhhh.

## ABC Song

A, B, C, D, E, F, G  
H, I, J, K, L, M, N, O, P,  
Q, R, S, T, U, V,  
W, X, Y, and Z.  
Now I know my ABCs,  
Next time won't you sing with me.



## **IF YOU'RE HAPPY AND YOU KNOW IT**

If you're happy and you know it, clap your hands (clap clap)  
If you're happy and you know it, clap your hands (clap clap)  
If you're happy and you know it, then your face will surely show it  
If you're happy and you know it, clap your hands. (clap clap)

If you're happy and you know it, stomp your feet (stomp stomp)  
If you're happy and you know it, stomp your feet (stomp stomp)  
If you're happy and you know it, then your face will surely show it  
If you're happy and you know it, stomp your feet. (stomp stomp)

If you're happy and you know it, shout "Hurray!" (hoo-ray!)  
If you're happy and you know it, shout "Hurray!" (hoo-ray!)  
If you're happy and you know it, then your face will surely show it  
If you're happy and you know it, shout "Hurray!" (hoo-ray!)

If you're happy and you know it, do all three (clap-clap, stomp-stomp, hoo-ray!)  
If you're happy and you know it, do all three (clap-clap, stomp-stomp, hoo-ray!)  
If you're happy and you know it, then your face will surely show it  
If you're happy and you know it, do all three. (clap-clap, stomp-stomp, hoo-ray!)

## **THE WHEELS ON THE BUS**

The wheels on the bus go round and round  
Round and round, round and round  
The wheels on the bus go round and round  
All through the town.  
(Roll hands over each other)

The wipers on the bus go "Swish, swish, swish,  
Swish, swish, swish, swish, swish, swish"  
The wipers on the bus go "Swish, swish, swish"  
All through the town.  
(Put arms together in front of you and 'swish' like windshield wipers)

The door on the bus goes open and shut  
Open and shut, open and shut  
The door on the bus goes open and shut  
All through the town.  
(Cover eyes with hands on 'shut' and uncover them on 'open')

The horn on the bus goes "Beep, beep, beep  
Beep, beep, beep, beep, beep, beep"  
The horn on the bus goes "Beep, beep, beep"  
All through the town.

(Pretend to honk horn)

The money on the bus goes "Clink, clink, clink,  
Clink, clink, clink, clink, clink"  
The money on the bus goes "Clink, clink, clink"  
All through the town.

(Pretend to put money in cash box on bus)

The baby on the bus says, "Wah, wah, wah!  
Wah, wah, wah, wah, wah, wah!"  
The baby on the bus says, "Wah, wah, wah!"  
All through the town.

(Fisted hands in front of eyes and rub them like baby crying)

The people on the bus say, "Shh, shh, shh,  
Shh, shh, shh, shh, shh, shh"  
The people on the bus say, "Shh, shh, shh"  
All through the town.

(Put pointer finger to mouth to 'shhh')

The mommy on the bus says, "I love you,  
I love you, I love you"  
The daddy on the bus says, "I love you, too"  
All through the town.

(Point to self on 'I', right hand over heart on 'love', and point to other on 'you')





## **Bright Start Policy Reminders**

It is important that our parents are always mindful of some key policies and therefore ask that you review the ones below at this time.

### **Food Allergy Safe Policy:**

To protect all of the children at the Center, we do not allow homemade food to be served to children other than your own. In addition, all food brought to the center must comply with our food allergy policy, even if it will only be eaten by your own child. In accordance with our policy, food must be labeled "school-safe" or it must be on our approved list of snacks and treats. Specifically,

- Food labels that say "**May contain peanuts or tree nuts**" are **NOT OK**.
- Food labels that say "**Made on equipment that also processes peanuts or tree nuts**" are **NOT OK**.
- Food labels that say "**Made in a facility that also processes peanuts or tree nuts**" are **NOT OK**.

Our safe snack list is available on our website. Please print it and have it as a ready resource. If you are sending food in of any kind, you MUST give it to the lead teacher and she will check it. DO NOT put food in your child's cubby or leave in his or her backpack. DO NOT allow your child to come into school with partially-eaten food in his or her hand.

Also, it is very important that your child wash his or her hands immediately upon arrival. Not only is this a good step to help prevent the spread of germs, it helps to minimize the risk of cross contamination if your child has been in contact with foods that may be allergens for other children.

### **Illness Notifications**

If your child is diagnosed with a contagious illness, you must notify the office by phone call or email as soon as possible. It is not enough to notify the classroom via Brightwheel. We are required by our licensing regulations to post notices of such illnesses so that other parents are aware. In order to do this, we must have accurate and timely information from you. Also, please be mindful that your child must be fever free for at least 24 hours (without medication) before he or she can return to school. This helps to minimize spreading contagious illnesses.

### **Late Pick Ups**

Bright Start closes at 6:30 pm. An on-time pick-up means that you have exited the building with your child by 6:30 not running in the door at 6:30 or lingering in the classrooms or Center beyond 6:30. Late pick-ups cause hardships for the staff that are not able to leave on time, and for the children, who have had a long day at school. While many parents believe that an occasional late pick-up is acceptable, one must remember that we have over 100 families enrolled. Late pick-ups are not acceptable, and Bright Start must enforce a strict policy to discourage such behavior. Accordingly, in addition to a late fee, if you (i) pick your child up **more than 15 minutes late** or (ii) if you have picked your child up late more than **one time in a calendar year** (even if late by less than 15 minutes), you will lose care for the day immediately following the respective late pick-up. Continuing issues with on time pickups will be addressed on a case-by-case basis. Solutions will include adjusting the family's required pickup time to no later than 6:00 permanently or disenrollment.



**Child's Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please take a few minutes to answer the following questions about your child. Your answers will help us get to know you and your family a little better.

1. What would you most like us to know about your child? Please include any special concerns we should know about as we care for your child.
  
2. How is your child comforted best?
  
3. Please provide any information that you can with regard to your child's eating and sleeping habits. (i.e. How does your child like to be put to sleep? Does your child have any special dietary needs?)
  
4. What do you most want your child to learn in our class?
  
5. What does your child enjoy doing at home?
  
6. Are there any special traditions, celebrations, stories or songs that are especially important to your family and your child?
  
7. If there is anything else you would like us to know?