

Brecksville-Broadview Heights City Schools BeeKeepers Mission Statement

The mission of the Brecksville-Broadview Heights City School District School Age Child Care Program is to ensure a program that is one of excellence and quality, and will provide a safe and healthy environment for the students. The program is paid for by the families who use the services, and is of no cost to the taxpayers.

BeeKeepers Philosophy and Goals

It is our philosophy and goal to offer a SACC program that enhances the education of the students, while at the same time provides a safe, healthy, enjoyable environment. BeeKeepers will provide supervision, a sense of security, consistency, a caring environment, and the comfort of familiar surroundings.

PARENT INVOLVEMENT

Parents/Guardians are always welcome to participate in and/or visit the BeeKeepers program. However, *special* visitors (visitors other than parents or guardians) will require pre-approved permission from the BeeKeepers Team Leader or Coordinator.

Parents/Guardians will receive a monthly newsletter. The newsletter will keep families updated on important information, as well as provide recent news and an agenda for their school's program for the month. *Please take the time to read each important newsletter.*

Students attending BeeKeepers will follow the same policy set forth by his/her school with regards to bringing in toys/items from home. We want to prevent any personal items from being lost, damaged, or stolen. The program provides a sufficient amount of necessary equipment and resources for the students to use. The program is not responsible for lost, damaged, or stolen items.

Donations of any kind are greatly appreciated! Suggestions include: new/used books and toys, games, egg cartons, toilet and paper towel rolls, soap cartons, and empty milk cartons and tissues for cold and allergy seasons. If used items are donated please clean them before they are donated to the program.

Please do not hesitate to share any questions, concerns, or comments regarding the program with the BeeKeepers Team Leader. We encourage parents/guardians to be involved in the activities whenever possible.

BeeKeepers Directory

WELCOME TO BEEKEEPERS!

BeeKeepers is a School Age Child Care (SACC) program, which is designed to ensure a safe, healthy, enjoyable environment for the students, while at the same time incorporate enrichment activities that will enhance the School District's primary goal of educating the students.

BeeKeepers will provide supervision, a sense of security, consistency, and a caring environment with familiar surroundings. We offer safe, secure and enjoyable age-appropriate activities at each location.

Our program incorporates the use of interest areas designed to meet the child's physical, social, and emotional needs. Beekeepers establish an atmosphere that relates to and supports the goals of the students' classroom and that of the District.

The following pages will outline the policies and procedures of the BeeKeepers SACC program. The Brecksville-Broadview Heights City School District is proud to offer this program to the community.

Sincerely,

Linda Hemperley, Coordinator

BeeKeepers Coordinator's Office

27 Public Square
Brecksville, Ohio 44141
(440) 740-4114

ACCOUNTING OFFICE

27 Public Square
Brecksville, Ohio 44141
(440) 740-4129

Chippewa BeeKeepers

8611 Wiese Road, Brecksville, OH
(440) 740-4240

Highland Drive BeeKeepers

9457 Highland Drive, Brecksville, OH
(440) 740-4340

Hilton BeeKeepers

6812 Mill Road, Brecksville, OH
(440) 740-4640

Central BeeKeepers

27 Public Square, Brecksville, OH
(440) 740-4140

Dates the Program is Closed

Due to safety, staffing, and maintenance issues, *BeeKeepers* will be closed on all calamity days/delays that Brecksville-Broadview Heights Schools observe. In addition, the program will be closed during transitions between the school year and summer program and the reverse. Families will be notified of these dates in advance.

BeeKeepers will be closed on the following Holidays:

- Labor Day
- Thanksgiving Break-Thursday and Friday
- Christmas Eve and Christmas Day (Observed)
- New Year's Eve and New Year's Day (Observed)
- Martin Luther King Day
- President's Day
- Spring Break
- Good Friday – Easter Monday
- Memorial Day
- Fourth of July (Observed)

All enrolled families will receive a detailed BeeKeepers Operation Schedule at the beginning of each school year.

Enrollment Checklist

The following items are essential for your child's file in order to be complete for enrollment:

- *BeeKeepers Registration Form
- *Emergency Transportation Authorization
- *Child Release Form
- *Health Questionnaire,
- *Roster Permission Form,
- *Tuition Agreement, and
- *Discipline Policy

All forms are available on the Web Site or request a hard copy.

Table of Contents

MISSION STATEMENT.....	1
PHILOSOPHY AND GOALS.....	1
OPERATION SCHEDULE.....	2
REGISTRATION AND PROGRAM FEES.....	3
TUITION INFORMATION.....	4-5
PROGRAM DESCRIPTION.....	6
Vacation Camps.....	7
PROGRAM POLICIES AND PROCEDURES.....	8
Safety and Emergencies.....	8-9
Child Abuse and Neglect.....	9
Discipline.....	10
Health.....	11
Medication.....	12
Meals and Snacks.....	13
Parent Involvement.....	14
Dates the Program is Closed.....	15
Enrollment Check List.....	15

Operation Schedule

MEALS AND SNACKS

Each BeeKeepers before school program has cereal, milk, and juice available for the students each morning. This option is offered between the hours of 7:00-8:30 a.m. at Chippewa, Hilton, Highland Drive and the Extended Care programs, due to scheduled activities.

After school a nutritional snack will be available to each student. On non-school days a breakfast, morning snack, and an afternoon snack will be available to each student. Extended Care students will bring a sack lunch each day. Milk or water will be provided for lunch. A monthly snack calendar is prepared each month and is posted in plain site.

Parents/Guardians must indicate on the health questionnaire, or provide written notification of any/all allergies including food, to their child’s Team Leader and/or Team Assistant(s).

On non-school days, the students will be required to provide a sack lunch including a beverage (no soda) and essential utensils. All lunches must meet one-third of the child’s recommended daily dietary allowance, according to the Ohio Department of Education. If a student forgets to bring his/her lunch, the Team Leader will notify the parent/guardian and he/she will be asked to bring a lunch for his/her child.

Families are welcome to provide a “special snack” during holiday vacations when BeeKeepers is in session all day. Anyone interested must notify his/her child’s Team Leader or Team Assistant.

SCHOOL DAYS

Before School:

CHIPPEWA, HILTON, & HIGHLAND DRIVE 7:00-9:10 a.m.
CENTRAL SCHOOL 7:00-8:30 a.m.

After School:

CHIPPEWA, HILTON, & HIGHLAND DRIVE 3:40-6:00 p.m.
CENTRAL SCHOOL/MIDDLE 3:10-6:00 p.m.

NON-SCHOOL DAYS:

DESIGNATED LOCATIONS 7:00 a.m. – 6:00 p.m.

Days Available

- NEOEA DAY, October
- WEDNESDAY BEFORE THANKSGIVING
- RECORDS DAY, January
- STAFF DEVELOPMENT DAY, February
- WINTER BREAK – excluding Christmas Eve, Christmas Day, New Year’s Eve, and New Year’s Day
- SPRING BREAK – excluding Good Friday & Easter Monday
- SUMMER VACATION – excluding Fourth of July

BeeKeepers reserve the right to combine programs due to operation costs on all non-school days. Older student will have separate activities.

Fee Schedule

REGISTRATION FEE: \$25.00 per student

This is a *non-refundable* \$25.00 fee that is required for enrollment into the program. A re-enrollment fee and form must be completed prior to the start of each school year to avoid automatic withdrawal. Annual Renewal Fees: \$15.00 per student or \$25.00 per family.

K – 3rd GRADE PROGRAMS (RESIDENTS ONLY)

5 days/wk B/A Care	\$47.50/wk.
4 days/wk. B/A Care	\$39.00/wk.
3 days/wk. B/A Care	\$30.00/wk.
2 days/wk. B/A Care	\$20.50/wk.
1 day/wk. B/A Care	\$10.25/wk.
Drop-in B/A Care	\$11.00/day
Non-School Days all programs	\$34.50 per student, per day

4th–5th GRADE PROGRAM 4th–8th GRADE PROGRAM

Before School Session	After School Session
5 days/wk. \$46.25/wk.	5 days/wk. \$48.75/wk.
4 days/wk. \$38.00/wk.	4 days/wk. \$40.00/wk.
3 days/wk. \$27.25/wk.	3 days/wk. \$30.75/wk.
2 days/wk. \$20.00/wk.	2 days/wk. \$21.00/wk.
1 day/wk. \$10.00/wk.	1 day/wk. \$10.50/wk.
Drop-in \$10.50/day	Drop-in \$11.00/day

SUMMER BEEKEEPERS CAMP

Residents

Full-time, 5 days/week:	\$196.25 per student, per wk.
Part-time, 4 days/week:	\$165.00 per student, per wk.
Part-time, 3 days/week:	\$132.75 per student, per wk.
Drop In:	\$48.25 per student, per day

No additional money is due for field trips, mini trips, swim parks or transportation. A \$125.00 deposit is due to hold your place in camp and will be applied to your first month of camp.

MEDICATION

The BeeKeepers program will follow the same policy set by the Brecksville-Broadview Heights City School District: all medication should be given by the parent/guardian at home; however, the BeeKeepers' staff will be permitted to administer medication only when no alternative is available. The following requirements are mandatory for all prescription and non-prescription medication that must be given during program hours:

1. Prior to any medication being dispensed during the program, The Statement of Permission must be completed and signed by the parent/guardian or other person having care or in charge of the child:
 - a. The name of the student;
 - b. The medication name, dosage, times or interval, and dates at which each dosage should be administered;
 - c. Names and telephone numbers of pharmacy and physician;
 - d. Medication must be in the original container with instructions.
2. Separate forms will be required for each medication.
3. Dosage changes must be in writing from the physician.
4. Parents/Guardians are required to transport the medication to and from the program.
5. The first dose of medication must be given at home.

Tuition Information

HEALTH

In order to maintain a healthy environment, we ask that the student not attend the BeeKeepers program if he/she is showing signs of illness. If a student becomes ill during program hours, he/she will be isolated from his/her group and cared for by the Team Leader. Parents/Guardians will be contacted immediately and requested to pick up their child.

Parents/Guardians will be contacted if their child shows any of the following symptoms:

- Temperature of 100 degrees or above
- Vomiting
- Diarrhea one or more times
- Discharge from eyes or red eyes
- Rash or skin lesions
- Discharge from ears
- Difficulty or rapid breathing
- Complaints of bladder problems
- Evidence of lice infestation

If the student returns to the program and is still showing symptoms of a particular illness, the parent/guardian will be required to present a physician's note stating that the child may return to the program. A communicable disease chart provided by the Ohio Department of Health is posted near the Team Leader's work area.

BeeKeepers' staff are trained in First Aid/CPR. All head trauma will be reported to the parents and/or EMS for medical attention decisions.

- Monthly invoice/statements will be available from the Team Leaders at least two weeks prior to the due date. These will detail all transactions during the current billing cycle.
- Tuition fees are due by the 20th of each month for the following month (i.e., month of October tuition due by September 20th).
- If late tuition fees are not paid by the first of each month a \$10.00 late fee will be assessed, if not paid by the 5th of that month an additional fee of \$5.00 will be assessed, and the student will be excluded from the program until tuition is paid in full.
- All accounts must be at a ZERO BALANCE prior to the onset of each summer to secure a student's continued enrollment.
- We accept assistances from Starting Point. Please contact the BeeKeeper Accounting Office at: svozilm@bbhcsd.org for more information.
- Payments must be made in the form of check or money order and credit payments may be made on-line using your student's school account.
- There will be a charge of \$15.00 for all returned checks, *effective January, 2009*.
- **Written notification is required** to process any schedule change, including withdrawal from the program. Fees **will not** be adjusted until written notification is received.
- **Parents must call ahead of time to drop in a student or the student will not be able to attend. Staffing arrangements must be made for drop-ins.**

- **There are no refunds issued for missed days or calamity days.**
- *It is the parent's/guardian's responsibility to notify the Team Leader if the child will not be present on a scheduled day. If the program is not notified, BeeKeepers will not be liable for the student's safety.*
- BeeKeepers open no earlier than 7:00 a.m. and closes at 6:00 p.m. year round. ***All parents and students must exit the buildings by 6:00 p.m.*** Parents who arrive after 6:00 p.m. will be charged ***\$1.00 per each minute after 6:00 p.m.*** In addition, ***\$5.00 per each minute after 6:00 p.m. will be charged each time after the third late arrival within a year*** (1st day of school through the last day of summer vacation).
- Refunds are only issued to families who officially withdraw from the Beekeepers program. The refund will **ONLY** be for the month that the student has not yet attended (**e.g. refund for October when he/she withdrew in September - refund for October only**). ***Please read the entire tuition agreement in your enrollment packet before signing.***
- **If a parent is later than 6:15 p.m. for pick up and has NOT notified the BeeKeepers program, Children's Services will be called to assure your student's safety. This change of procedure is based on directives from Children's Services.**

DISCIPLINE

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. Students will respect constituted authority, conform to school regulations and accept directions from authorized personnel. BeeKeepers' personnel will be expected to provide the students with an example of appropriate behavior and social attitudes.

Rules of Discipline Section 32 091 1-9

There shall not be cruel, harsh, corporal punishment or any unusual Punishments such as, but not limited to, punching, pinching, shaking, Spanking or biting. No discipline shall be delegated to any other child. No physical restraints shall be used to confine a child by any means other than by holding a child such as a protective hug, so the child may regain control. No child shall be placed in a locked room or an enclosed area such as a closet, box or similar cubicle. No child shall be subject to profane language, threats; derogatory remarks about him/herself or his/her family or other verbal abuse. Discipline shall not be imposed on a child for failure to eat or for toileting accidents. Discipline shall not humiliate shame or frighten a child. Discipline shall not include not withhold food, rest or toilet use. Separation as a discipline shall be brief and age appropriate to the child's age and developmental ability and the child shall be in sight and hearing of a SACC staff member in a safe, lighted, well ventilated space. Students shall follow the code of conduct enclosed in their enrollment packets

If a student violates this policy or the code of conduct, BeeKeepers personnel should report the student to the appropriate Team Leader and the BeeKeepers Coordinator.

Policies and Procedures

BREAKS & SUMMER VACATION CAMP

BeeKeepers offer three special camps each year, open from 7:00 a.m. to 6:00 p.m. The camps provide fun and exciting activities for each school vacations. Crafts, sports, academic enrichment, field trips and movies are all a part of the camp experience.

WINTER BREAK is held during the winter vacation of the Brecksville-Broadview Heights Schools, excluding the observed holidays: Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. The theme during this camp is "Winter Fun."

SPRING BREAK is held during the spring recess of the Brecksville-Broadview Heights schools, excluding Good Friday. Activities offered during this camp are primarily related to the theme of "Spring Fever."

SUMMER DISCOVERY CAMP: Discovery Camp is held during the 10 week BBHCSD summer break. Camp is open to all students who have completed kindergarten through grade eight. The students/parents have an opportunity to design their summer camp experience through a variety of camp options including; Sports, Art, Wilderness Adventure, Science, Lego's STEM Robotics, History, Health/Wellness, Swimming and Field Trips. Registration information is posted on the BBHCSD Web Site March 15th. Select Parents/Students then BeeKeepers icon to open the information area.

Sign-up sheets for **Winter and Spring Breaks** are available one month before and removed one week prior to the camp. Families are responsible for payment if their child's name is listed on the sign-up sheet.

SAFETY AND EMERGENCIES

Each student's safety and well-being is of utmost concern to the Brecksville-Broadview Heights City School District and BeeKeepers program. The program will use the safety and emergency policies in effect for the school district.

No student will be left alone without the supervision of a BeeKeepers' staff member or authorized adult. *All students must be signed-in/out daily by the person responsible for the student's arrival and/or departure.* Sign-in/out sheets will be located at the Team Leader's work area. Students will only be released to parents/guardians and persons listed on the Child Release Form. Release authorization book must be with the staff at all times. If the Team Leader or a Team Assistant questions the identification of the person attempting to depart with a student, proper identification will be requested to ensure the safety of the student. This procedure is not to antagonize or embarrass the responsible adult; it is done to protect each student.

A First Aid Kit is available in the Team Leader's work area. There are BeeKeepers' staff members at each site location who are certified in CPR and First Aid.

Program Description

SAFETY AND EMERGENCIES CONTINUED

The staff has access to a telephone and emergency phone numbers. The student's emergency numbers are located in the Team Leader's work area. The parents/guardians will be notified immediately of a head trauma or any emergency involving their child and if necessary, emergency transportation will be summoned.

All accidents are documented on an incident report form, which MUST be signed by a parent/guardian and returned to the Team Leader to be placed in the student's file for record purposes.

Although emergencies and disasters cannot be predicted, a BeeKeepers Crisis Plan has been prepared in case of fire, civil emergencies, threats and natural disasters. The BeeKeepers' staff and students are aware of all procedures concerning emergency situations.

CHILD ABUSE AND NEGLECT

The BeeKeepers program will use the same Child Abuse and Neglect policy set by the Brecksville-Broadview Heights City School District. State laws require that any and all incidents of suspected child abuse or neglect be reported to the appropriate agency. All personnel having good reason to believe that a student has suffered abuse/neglect are required to report such information. BeeKeepers' staff members at each site are trained in Child Abuse Recognition and Prevention.

The BeeKeepers program is located at Chippewa, Hilton, Highland Drive and Central Schools. Care is available to all students residing in the Brecksville-Broadview Heights City School District. The program operates year round and is available before school, after school and non-school days including winter vacation, spring recess, and summer vacation. Students in grades kindergarten through eighth may attend the program. Kindergarten students may attend the Before School & After School program at their school if they are full day kindergarten students, otherwise it will be either morning or afternoon sessions available. Students who are in or have completed grades six through eight may attend the Central BeeKeepers after school program, transportation via school bus, and non-school days, including summer vacation.

The program is designed to meet the student's physical, social, and emotional needs. The students will have a variety of activities available to them, including: recreation, games, arts/crafts, quiet areas for reading and homework areas on non-school days. All BeeKeepers programs use a thematic approach providing enrichment, creativity, and both fine-motor and gross-motor activities. In addition, the Central School program concentrates on homework/study, leadership, and student independence.