

BRECKSVILLE-BROADVIEW HEIGHTS

CITY SCHOOL DISTRICT

BeeKeepers

School-Age
Child Care Program



Parent Handbook

2024-2027

School Year

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, consistency, and a caring social and emotionally supportive environment. We offer safe, secure and enjoyable age - appropriate activities at our location. Our program incorporates child interests and developmentally appropriate methods 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,

Lorna Daniels, Coordinator

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.

Operation Schedule

SCHOOL DAYS

Before School:

BRECKSVILLE – BROADVIEW HTS.
a.m. ELEMENTARY BUILDING

6:45 - 8:50

After School:

BRECKSVILLE – BROADVIEW HTS.
p.m. ELEMENTARY BUILDING

3:30 - 6:00

NON-SCHOOL DAYS:

ELEMENTARY BUILDING

6:45 a.m. – 6:00 p.m.

Days Available

NEOEA DAY, October

WEDNESDAY BEFORE THANKSGIVING

RECORDS DAYS

SOME PROFESSIONAL DEVELOPMENT DAY(S)

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 Juneteenth & Fourth of July

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 \$12.50 per child/family.

K – 8th GRADE PROGRAMS (RESIDENTS ONLY)

5 days/ wk B/A Care	\$57.50/ wk.
4 days wk B/A Care	\$47.00/ wk
3 days wk B/A Care	\$36.00/ wk
2 days wk B/A Care	\$24.50/ wk
Drop-in B/A Care	\$14.50/ day
Non-School Days	\$38.50 per student, per day
Drop-in Non-School Day	\$44.00 per student, per day

SUMMER BEEKEEPERS CAMP

Residents & Non-Residents

Full-time, 5 days/week:	\$216.25 per student, per wk.
Part-time, 4 days/week:	\$181.00 per student, per wk.
Part-time, 3 days/week:	\$144.75 per student, per wk.
Drop In:	\$52.25 per student, per day

A \$125.00 deposit is due to hold your place in camp and will be applied to your first month of camp. A \$125.00 activity fee is due and applied to cover costs for transportation, camp shirts, special supplies, and guest visitors and vendors.

Fees are subject to review and change each school year. In the event of a change in the fee schedule, families will receive notice prior to rate change effectiveness in the form of revision of the tuition agreement and/ or written communication.

Tuition Information

Monthly invoice/statements will be available electronically from the Record's Analyst 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.
- Please contact the BeeKeepers Accounting Office at: gibsonn@bbhcsd.org for information on payment arrangements, if needed.
- 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.
- Drop-in availability is based on the program daily attendance. Parents must contact a Team Leader for approval to attend at least 24 hours prior to the date requested. Without approval, attendance will not be permitted. Staffing arrangements must be made for drop-ins.
- There are no refunds issued for missed 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 opens no earlier than 6:45 a.m. and closes at 6:00 p.m. during the school year. The program opens no earlier than 7:00 a.m. and closes at 6:00 p.m. during the summer session. ***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. A refund will only be issued 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 maybe called to assure your student's safety. This change of procedure is based on directives from Children's Services.

Program Description

The BeeKeepers program is located at the Brecksville – Broadview Hts. Elementary Building. 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 break, and summer vacation. Students in grades kindergarten through eighth grade may attend the program. Kindergarten students may attend the before & after School program if they are full day kindergarten students, otherwise it will be either morning or afternoon sessions available. The program is designed to meet the student's physical, social and emotional needs and provides opportunities for age appropriate enrichment activities. The students will have a variety of activities available to them, including: recreation, games, arts/crafts, quiet areas for reading and homework areas on all days the program is in operation. BeeKeepers uses a thematic approach providing enrichment, creativity, and both fine-motor and gross-motor activities. In addition, for our fifth through eighth grade students, the program concentrates on homework/study, leadership, and student independence.

BREAKS & SUMMER VACATION CAMP

BeeKeepers offer three special camps each year, open from at earliest 6:45 a.m. and at latest 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 and Easter Monday. Activities offered during this camp are primarily related to the themes of spring.

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. When applicable, students/parents have an opportunity to choose what camps and activities to partake in, otherwise, a camp Activity Sheet is provided outlining the camp weekly themes, trips and other special activities. Daily mini camps opportunities are planned to offer children access and experiences through enrichment. The areas of focus are nature/outdoor, sports/movement, art/creativity, as well as historical, cultural and science related activities. Registration information is posted on the BBHCSD web site mid March each school year. Select Resources, BeeKeepers and Summer Programs to view summer information.

Registration for non-school days and vacation camps are available at least one month before and removed one week prior to the non- school days. Parents/ Guardians are responsible for payment if their child's name is registered to attend but are absent.

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
Juneteenth
Fourth of July (Observed)

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

Policies and Procedures

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 reception areas. Students will only be released to parents/guardians and persons listed on the Authorized Pick-up/ Emergency Contact Form. The Emergency 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 leave 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 the child.

A First Aid Kit is available in the Team Leader's work area and/ or in program areas where children occupy. There are BeeKeepers staff members on location who are certified in age appropriate CPR and First Aid.

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 as 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 records purposes. Although emergencies and disasters cannot be predicted, the program follows the District Crisis Plan as 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 as mandated reporters, are required to report such information. BeeKeepers' staff members are trained in Child Abuse Recognition and Prevention.

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 09I 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.

EXPECTATIONS & SPECIAL NEEDS

The BeeKeepers SACC program expects that enrolled school-age children must be able to toilet themselves, and use the restroom independently, without hands-on assistance from a staff person. In the event of a toileting accident, students must be able to remove and change soiled clothing themselves. It is strongly recommended that parents/guardians of kindergarteners, first graders and students of any age that have toileting issues, provide an extra change of clothing for their child.

Special Needs Policy:

This policy's purpose is intended to assure the thorough and considerate planning of program design and implementation to accommodate students with special needs to the greatest extent possible . BeeKeepers cannot guarantee one - to - one supervision or assistance to any student on a routine basis.

The following steps outlined hereafter are to be followed when seeking enrollment of a school - aged child with special needs into the BeeKeepers School Age Child Care Program:

1. Obtain a copy of a BeeKeepers student registration packet, and call the BeeKeepers Coordinator at 440 - 740 - 4114 to arrange a family interview.
2. Following the family interview, with the permission of the parent/guardian, the BeeKeepers Coordinator will consult with the child's IEP team to determine what, if any, accommodations and modifications would be needed to facilitate the child's participation in the program. If the child's needs can be met, the Coordinator will advise the family of the start date of enrollment.

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 program staff.

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 the eyes or red eyes
- Discharge from the ears
- Severe Coughing
- Difficulty or rapid breathing
- Unidentified rash or skin lesions
- Yellowish skin or eyes
- Untreated infected skin patches
- Stiff neck
- Complaints of bladder problems
- Unusually dark urine and/ or gray white stool
- Evidence of lice, scabies, or parasitic infection

If your child presents with any or other of these symptoms, please, visit your primary care provider. If the student returns to the program and is still showing symptoms of a particular illness, the parent/guardian may be required to present a physician's letter 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 traumas will be reported to the parents and/or EMS for medical attention decisions.

1. Precautions will be taken for children suspected of having a communicable disease:
 - a. Isolated in a room or area not being used;

- b. Within sight or hearing of staff member;
- c. Made comfortable in a warm, safe environment. All items used by an ill child will be sanitized;
- d. Observed carefully for worsening condition;

2. While isolated, the child will be observed for:

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Elevated temperature;
- Vomiting; or
- Evidence of lice, scabies, or other parasitic infestation

In the district, you may also contact Health Care Coordinator, Kim DiRocco to ask questions regarding protocol concerning school. The phone number to contact Kim is (440) 740 - 4406.

Healthcheck Services is Ohio's Early and Periodic Screening Diagnosis and Treatment (EPSDT) Program. This is a service package for babies, kids and young adults younger than 21. The purpose of Healthcheck is to discover and treat health problem in youth early.

For information concerning Early & Periodic screening, Diagnostic & Treatment, contact health coordinators Mary Riviotta and Joyce Perez.

Mary.riviotta@jfs.ohio.gov phone: (216) 987 – 6825

COVID - 19 Information

The BeeKeepers program will abide by any and all policies and procedures set forth by the District in accordance with the Cuyahoga County Board of Health Guidelines.

The precautions listed under Health Information will be taken for children suspected of having a communicable disease or any kind.

MEDICATION

The BeeKeepers program will follow the same policy set by the Brecksville - Broadview Heights City School District: all nonprescription and prescription medication shall be administered in accordance with program policies and only with written permission of a parent and only by employees who are health professionals or who have completed drug administration training. Medication has to be given by the parent/guardian at home before administered in the program; 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. All prescription medicine must be current within the last twelve months, kept in its original container, and have a legible label containing the following:

- a. The name of the student;
 - b. Written instructions for use from a licensed physician, nurse practitioner, or dentist;
 - c. Medication shall be stored in a designated locked storage place, except those drugs that require refrigeration may be kept in a refrigerator not accessible to children;
 - d. An inhaler or nonprescription medication may be available to a school child with a special health condition with parental permission in accordance with the district and program's policy;
2. Separate forms will be required for each medication.
 3. Dosage changes must be in writing and signed 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 for parents to personally observe reactions.

MEALS AND SNACKS

BeeKeepers before school program offers cereal, milk, and juice available for the students each morning. This option is offered between the hours of 6:45 - 8:10 a.m.

After school, a nutritionally balanced 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. A monthly snack calendar is prepared each month and is posted in plain sight.

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 packed lunch including a beverage (no carbonated options) 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. We ask that labels remain intact and on items to share to display allergens. Anyone interested must notify his/her child's Team Leader or Team Assistant.

PARENT INVOLVEMENT

Parent/ Guardian on - site participation in the programs on grounds is limited to invite only. All in program visitors will require pre - approved permission from the BeeKeepers Team Leader (s) 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 other program related updates for the month. *Please take the time to read each newsletter.* Notifications may be shared with families electronically. Families will have an opportunity to enroll with online platforms the program utilizes for communication.

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: facial tissue, 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. We ask that no stuffed animals are donated. 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 (s). We encourage parents/guardians to be involved in the activities whenever possible.

Enrollment Checklist

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

*BeeKeepers Registration Form *Student Information, *Authorized Pick - up/ Emergency Contact, *Health Questionnaire, *Roster Permission Form, *Tuition Agreement, *SACC Discipline Policy, *Email Communication, *District Web Access, and *Student Photo/ Image Release.

All forms are available on the web site. You can also request a hard copy. Each enrollment year after initial program registration, each student will need to have a complete set of Return Registration Forms. If a year is skipped in between program enrollment, a New Registration packet has to be completed.