

Busy Bee Montessori Preschool  
918 Peach Court Eudora, KS 66025

Hours of Operation -  
Monday - Friday- 7:00 am - 4:30pm

New Student Information Packet  
Policies, Procedures, & Parent Contract: 2023/2024

Director:

KATIE HELM

785 – 218 – 0548

[kmille.1980@yahoo.com](mailto:kmille.1980@yahoo.com)

# WELCOME!

Thank you for considering my preschool for your child. Busy Bee Montessori was established in August 2017. I am ready to start off another fantastic school year.

I have my Associate of Science in Early Childhood Education from Johnson County Community College. I also attended Kansas City Center of Montessori Education where I received my Associate of Early Childhood Credential in Montessori Education. I hope to finish my bachelor's in Education in the near future.

I love helping children and watching them learn. I was a lead teacher and assistant director at Sunshine Acres Montessori School in Lawrence for nine years. I absolutely loved it. When they closed, I joined the team at Blue Valley Montessori School in Overland Park. I had my own classroom there for 4 years. On December 15, 2016 my husband and I were blessed with a healthy baby boy. I chose to resign at Blue Valley in May 2017 so I could open my own preschool downstairs. I am thrilled to have the opportunity to continue to teach young children.

My husband and I were married in 2014. We have three children: John, Brian, & Madelyn. We have three labs: Molly, Daisy, & Slugger. We were both born and raised here in Kansas. We love the Jayhawks, Royals, and our families. In my spare time, I enjoy playing sports, outdoors, and spending time with family.

I promise you every day your child or children will learn something. Some days, they will bring it home in their hands. Some days, they will bring it home in their heads. And some days, they will bring it home in their hearts. This handbook is intended to clarify my philosophy and principles. Please feel free to discuss any questions or concerns you may have at any time. Welcome to my home.

Sincerely,

Katie Helm

## MONTESSORI PRESCHOOL:

My preschool classroom provides an environment where children explore, investigate, and fulfill their natural curiosity about the world around them. The goal of Montessori education is to foster a child's natural inclination to learn. I, the Montessori directress (teacher), guide rather than instruct, linking each student with activities that meet his interest, needs, and developmental level. My classroom is designed to allow movement collaboration, as it also promotes concentration and a sense of order. It helps children learn to distinguish, categorize and relate new information to what they already know. During this time, they are beginning to take control of their minds and bodies.

The full and part time programs I offer are listed below:

Full Day: Monday - Friday - 7:00 a.m. - 4:30 p.m. \$185

Part time:

MWF – 7:00 a.m. – 4:30 p.m. \$120

T/TH – 7:00 a.m. – 4:30 p.m. \$80

I also offer a half day program (morning or afternoon) \$125

Please send the following items with your child:

Change of Clothing – Please label with your child's first and last name.

A small blanket for children to use at nap time.

Labeled water bottle

All required paperwork is needed in order for your child to start school.

How to address teachers:

It is a sign of adult respect for children to address us in the proper manner. Please call me Mrs. Helm. Good manners and etiquette are part of the Montessori Method of instruction.

Emergency Numbers Are Very Important:

I must have your current phone numbers and addresses at all times. Please be sure to keep your information cards up to date.

Change of Clothing:

Please label all of your child's clothing, including jackets, sweaters, mittens,

hats, etc. Please bring and leave a complete seasonally appropriate change of clothing including socks.

#### Attire:

Please dress your child daily in something that is both comfortable and easy to manipulate independently in the restroom. Shoes that provide support for indoor and outdoor activities are recommended. Slippers will be worn in the classroom. So your child should be able to put shoes on and off with minimal help. Unless temperatures are reported as dangerous or it is raining, children attending school will play outside for 25 minutes in the morning and 25 minutes in the afternoon.

#### Toothbrush/Toothpaste:

Each day after lunch students brush their teeth. I provide a toothbrush, cover, and toothpaste for your child. Every three months, I also replace their toothbrush. Sometimes sooner if a child was sick.

Daily Arrival: Please send a coat to school with your child. Also make sure your child is dressed in clothing that he or she can go to the bathroom in without any help. Montessori is a great way to teach independence. Please do not send tie shoes unless your child can tie their shoes. Upon arrival each child needs to take their shoes and jacket off. Their shoes and jacket go in their cubby.

#### Discipline:

I expect all children to obey classroom rules, be cooperative with me and their fellow peers, respect school property, the rights of others, and to listen properly for what is expected of them. If a child disregards these important rules and causes repeated classroom disruption, an "Incident Report" will be filled out and sent home. Depending on the degree and nature of the situation I will either contact you by phone, text, or at dismissal time.

Parental cooperation is sought by the teacher until the behavior is adjusted – within a two week or agreed upon period, with regular communication between the teacher and parent. If the situation continues and at least two more incident reports are issued I will arrange a meeting with you to determine the next step. No corporal punishment will be used at school at any time.

#### Behavior guidance policy:

If a child is having a behavior issue I will talk to him one on one about it.

For example, if a child bites another child I would talk to the child one on one on things we can bite. Then, if it happens again I will remove him from the situation and offer him something he can bite like a chew ring. Then if it happens again I would redirect him to a biting book or sit with him/her and do a fruit/vegetable matching game. While I was doing this I would really express to him that we can bite food. If it happens again that child would become my pocket pal. This is where he/she would stay at my side helping me with tasks until I felt comfortable that he/she was ready to return to their work. I also have a peace area in the classroom for children when they need time alone. I have books, anxiety toys, pounding clay, and kinetic sand. Only one person is allowed in there at a time.

#### Supervision:

I will be with all the children on the main floor (upstairs living room) during morning arrival from 7:00 a.m. – 9:00 a.m. Then, the children and I will be downstairs from 9:00 a.m. – 11:00 a.m. At that point the children and I will then go outside to the fenced in back yard for 30 minutes. All the children and I will stay inside the fence. From 11:30 – 12:00 the children will be on the main floor in the living & dining room while I prepare lunch. I will encourage all the children to help by giving each student a job like: washing fresh fruit and vegetables. When lunch is ready we will eat upstairs. From 12:20 - 12:40 we will clean up lunch, brush teeth and use the bathroom. We will begin story time @ 12:40. Nap time is from 1:00 - 3:00. If a child falls asleep he or she can sleep until 2:45. I will wake them at that point. If children do not fall asleep we will get up at 1:45 and go into afternoon worktime. The children and I will be on the main level (in the living room area) for nap time. Weather permitting from 3:30 p.m. – 4:00 p.m. we will be in the fenced in back yard. Again all children and I will stay inside the fence. If we are unable to go outside due to weather all the children and I will be downstairs having worktime until 4:30 p.m.

#### Illness:

I will do everything that I can to cut down on transmission of disease while your child is in my care. We wash our hands at arrival, before & after meals, after toileting, sneezing, coughing, and recess. I also have a daily checklist where I clean the classroom, bathroom, and work materials. You can help your child stay healthy by keeping fingernails clipped and maintaining a regular sleep schedule at home. Please keep in mind that many children have some form of illness shortly after entering a new environment. This is normal. Your child's immune system will adjust.

I will attempt and expect to stay open every day not listed as holidays or vacation time. Working with children does expose my family and I to a variety of illnesses. I might have to close a day for myself or own children to get well. Please have an emergency back – up plan.

Children with the following illness or symptoms with the past 24 hours MAY NOT attend school:

A fever greater than 100 degrees, vomiting, diarrhea, sore throat, green mucus nose, chronic cough, chicken pox, rubella, scarlet fever, measles, mumps, whooping cough, difficulty or rapid breathing, rash with unknown cause, lice, scabies, pink eye.

In general, if your child is too sick to go outside and play, then your child is too sick to attend school. If your child becomes ill during the day, you will be notified immediately and will be expected to pick your child up within an hour. I realize that it is hard to leave work on short notice, but school is not a place for a sick child.

If your child reaches a point where he/she requires constant attention, in pain, and not able to perform at school then your child will need to go home. If your child requires prescription medication they will need to be kept home for 24 hours after their first dose of medicine. Please notify me once you find out that your child has a contagious disease so that I, my family, and the parents of the other children in my care may respond appropriately. I will also notify you if your child has been exposed to any contagious illness. Please honor this part of the agreement. It is not fair to my family and other families to bring a sick child to school. If we all work together to create a healthy environment you will miss less work in the long run. The other parents and I would greatly appreciate cooperation in this area.

Provider's sick days / Personal days:

In the event of sickness in our family, I will close to ensure the safety of all families. I will take these days off as Personal Time Off, of which 5 days per year will be paid days. If I need to take more than 5 days in a calendar year, you will be reimbursed the daily tuition rate for those days.

Children's sick days:

If your child is ill, you are required to pay for those days.

**HEALTH RECORDS, MEDICATIONS, MEDICAL EMERGENCIES:**

## Health Records

State law requires that parents provide a signed health record by a licensed physician. A check – up within the last 6 months is considered current. The form you need is included in this packet.

Immunizations must be kept up to date.

## Medication:

A medication sheet must be completed and signed by the parents before I will give any medications. This includes all prescription and non – prescription drugs.

Prescription medication must be kept in their original containers.

Must be clearly labeled with the child's first and last name, the physician's name, and pharmacy name and number, the required dosage and frequency. Please send a medicine spoon and medicine in a small Ziploc bag to school. Remember I must have the short-term medicine form filled out and signed by a parent before I can administer any medicine to your child.

## Non – prescription drugs:

Must be clearly labeled with your child's first and last name, required dosage and frequency, child's age and weight. Please send a medicine spoon and medicine in a small Ziploc bag to school. Remember I must have the long-term medicine form filled out and signed by a parent before I can administer any medicine to your child.

## Medical Emergencies:

Parents must sign an authorization for emergency medical care. In the event of a medical emergency concerning your child, I will contact you. If you are unable to be reached, I must have the signed and notarized form to get medical care for your child. The form you need is in this packet.

I must have phone numbers where parents can be reached, plus the number of your personal physician or clinic. It is extremely important that these numbers be kept current so that I may reach you when necessary, not just during emergencies.

BREAKFAST: 8:15 a.m. - 8:45 a.m.

LUNCH: 11:45 a.m. – 12:15 p.m.

AFTERNOON SNACK: 3:15 p.m. – 3:30 p.m.

If your child will be arriving after lunch or snack, please arrange to feed him/her prior to arrival. Special snacks will be served for holidays and special occasions. You are always welcome to bring a special treat to share with all of the children, but certainly not necessary.

#### HOUSE RULES:

No running, yelling, or screaming inside the house.

No climbing on the fence.

No candy or gum allowed at school.

We take our shoes off at the door.

Eat and drink only at the table.

All bedrooms are off limits.

Enter through the front door in the morning. Please use the south gate, if we are outside in the fenced in back yard.

#### PICK UP BY OTHERS;

I will not under any circumstance release your child into the custody of anyone other than his/her parents or legal guardian. If you wish to have anyone else pick up your child, you will need to provide a signed consent form in advance, listing the dates on which this person may pick up your child.

If I am not familiar with the person, I will require a valid driver's license as proof of identification before I will release the child into their custody. Please advise people who may pick up your child not to take offense to this policy. It is simply the only way I can assure the protection of you, your child, and all other parties involved.

Also if your family is experiencing a divorce or any legal situation, which affects who is allowed to pick up your child, please let me know immediately. You will also need to provide court papers or other proper legal documents indicating who is no longer allowed custody of your child. Unless these papers are provided, I will have to release your child into the custody of anyone currently on your list.



## NAPS:

We will have quiet time from 1:00 – 1:30 with soft music. If your child falls asleep he is able to sleep until 2:45 if he or she wants. If your child does not fall asleep he or she will move into afternoon worktime from 1:30 – 2:45. Children will sleep on cots. Please bring a small blanket for the child to use. I will send the blanket home every Friday to be washed. Please send it back to school on Monday.

## TUITION:

I realize school is a major expense, but I rely on this business to help support my own family. Fees are determined by weekly rates depending on the child's regular hours of attendance. Fees will be reviewed and possibly revised annually to reflect expenses and inflation.

The full day weekly rate for all ages is \$185.00. A one - time non – refundable materials fee for all students of \$50.00 is due upon enrollment. The materials fee will help cover the costs of materials for the class throughout the year. For example: art materials, pencils, markers, paper, special crafts for holidays, and purchasing Montessori equipment.

Part time tuition rates are as follows:

MWF 7:00 - 4:30 - \$100.00 per week. A one – time non – refundable enrollment fee of \$50.00 due at the time of enrollment.

T/TH – 7:00 – 4:30 - \$80.00 per week. A one – time non – refundable enrollment fee of \$50.00 due at the time of enrollment.

M-F – half day - \$125.00

## PAYMENT TERMS:

Tuition is due on Monday of every week for that week. Weekly tuition must be paid by Wednesday of every week. You are also welcome to pay bi - weekly if you want. Your child may not attend school until your tuition is paid in full. A parent contract is enclosed. Please fill it out and sign. Thank you.

Make checks payable to Katie Helm.

In the unlikely event of a returned check, I will charge \$35.00 service fee, which is the amount our bank charges for returned checks. Parents will be required to pay in cash thereafter. I also have a venmo & paypal account.

In order to provide my own family with a stable financial situation, I cannot offer any discounts for days your child is not at school.

By January 31 of each year, I will provide you with a summary of all fees paid for the previous calendar year which will list my taxpayer ID number and the full amount of any charges, so you may claim the expense on your taxes.

#### HOLIDAYS:

I will be closed for these holidays/days listed below:

Labor Day, Thanksgiving, Christmas eve, Christmas Day, MLK day, memorial day, & July 4<sup>th</sup>. Please refer to my school calendar for exact dates.

#### LATE FEE

I will attempt to be generous on this since I realize job pressures, traffic, and weather conditions occasionally affect your ability to arrive on time. However, since late pickups do affect my family life, I will need to charge late fees if I feel a pattern of late pickups develop.

If your child is left in my care beyond YOUR PICKUP TIME (ie: depending on enrollment program: half day, school day, or full day) without any prior arrangements agreed upon, the following rates will be charged (per child) \$1 a minute.

#### TERMINATION PROCEDURES

If for any reason you wish to discontinue care, you must provide a written notice two weeks in advance. **BE ADVISED THE FULL PAYMENT FOR THE TWO WEEKS IS DUE EVEN IF YOUR CHILD WILL NOT BE IN SCHOOL.**

BUSY BEE MONTESSORI PRESCHOOL  
PARENT/PROVIDER CONTRACT

Care is provided by Katie Helm

Phone number - 785-218-0548

918 Peach Court Eudora, KS 66025

Hours of Operation - M - F 7:00 am - 4:30 pm

Email - kmille.1980@yahoo.com

The following agreement is made between:

_____	_____
Mother / Legal Guardian	Home Phone
Address: _____	_____
_____	Work Phone

AND

_____	_____
Father/Legal Guardian	Home Phone
Address: _____	_____
_____	Work Phone

AND

_____	_____
Child Care Provider	Phone
_____	_____
Address	

For the Care of:

_____	_____
Child's Name/Date of birth	Child's Name/Date of birth
_____	_____
Child's Name/Date of birth	Child's Name/Date of birth

Please list the names, phone numbers, and address of people that will be dropping off and picking up:

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**Basic Rates and Payment Policies:**

The payment fee shall be \$ \_\_\_\_\_ per week.

Program \_\_\_ Full day \_\_\_ school day \_\_\_ half day \_\_\_MWF \_\_\_ T/TH

Materials fee \$\_\_\_\_\_ one time non refundable due upon enrollment.

Care shall be provided from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. on the following days:

Days: M T W TH F (circle all those that apply)

Payment is due on the Monday of the week of service, unless other arrangements have been made by parent and the provider. If payment is not made by Wednesday your child may not attend school until payment is made in full. Tuition payments consistently late may result in termination of care.

**Overtime Rates:**

- Unless arrangements for late pick up are made in advance, an overtime charge of \$10 for every ten minutes will be assessed, payable on the day of the occurrence.
- Consistently arriving late may result in termination of care.

**Rates Regarding Holidays, Vacations and Other Absences:**

- Busy Bee Montessori will be closed the following holidays, which are PAID holidays: New Years Day, Memorial Day, Martin Luther King Jr., Labor Day, Thanksgiving, the day before and after Thanksgiving, Christmas Eve, Christmas Day. If any of these holidays fall on a weekend, the provider will give written notice if the holiday will be observed either the Friday before or Monday following.
- The provider is entitled to 6 personal days each calendar year, to be used at her discretion to cover provider illness, family crisis or various other instances when the provider may need to close the facility for a day. It is the Parent's, Grandparent's or Legal Guardian's responsibility to have a "back up" plan if the facility is closed. I do not have a substitute teacher so I may have to close some days. However if I do I will try and give you as much notice as I can.
- Busy Bee Montessori will be closed for 2 weeks for winter break and 1 week for spring break. Tuition is still due in full for those 3 weeks. That time is considered

my vacation time.

- If your child is sick or misses school for any reason you still have to pay for that day. I do not offer discounted tuition for days that your child does not attend school. If your child has a temperature over 100.3 he or she can not attend school until he or she has been fever free for 24 hours.

#### SUPPLIES:

The parent agrees to provide a complete change of clothes for the child (labeled with his/her name), school backpack, & small blanket for nap.

#### TERMINATION PROCEDURE

This contract may be terminated by either parent or provider by giving two weeks written notice in advance of the ending date. Payment by parents is due for the notice period, whether or not the child is brought to school. The provider may terminate the contract without giving notice if the parent does not make payments when due. Failure by providers to enforce one or more term of the contract does not waive the right of the provider to enforce any other terms of the contract.

#### SIGNATURES

This contract is effective beginning on \_\_\_\_\_. By signing this contract parents agree to abide by the written policies and procedures of the provider. The provider may amend the policies and procedures by giving the parents a copy of the new or changed policies/procedures at least 2 weeks before they go into effect.

Provider's signature \_\_\_\_\_ Date: \_\_\_\_\_

Mother's signature \_\_\_\_\_ Date: \_\_\_\_\_

Father's signature \_\_\_\_\_ Date: \_\_\_\_\_