



**HONEYBEE
LEARNING**

PARENT HANDBOOK

BEFORE & AFTER SCHOOL PROGRAMS

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ABOUT HONEYBEE LEARNING

Honeybee Learning is a nonprofit before and after school program that augments your child's education with an entertaining and mentally stimulating learning environment. Honeybee Learning was created by The Dove Public Charter School Foundation (DCPSF), a recognized tax-exempt organization under Section 501 (c) 3 of the Internal Revenue Code and is incorporated under Oklahoma law as a nonprofit corporation. Honeybee Learning is offered in the major cities of Oklahoma, including Oklahoma City, and Tulsa. Honeybee Learning is conducted at the partnering school's campus, which allows us to provide a safe and convenient setting for the students, their parents, and the school, to enjoy important continued learning among classmates they are already familiar with. This parent handbook explains the Honeybee Learning policies and operational procedures.

Honeybee Learning is a childcare service that provides a fun, nurturing, educational, and safe environment before and after school. We aim to instill positive lifelong habits and social skills. In addition to educational programs, children will have many opportunities to engage in artistic and social activities.

At Honeybee Learning, our main objectives include:

- › Providing a safe and engaging environment
- › Giving children opportunities to discover interests and develop skills
- › Helping each child grow into a self-reliant and confident individual
- › Encouraging social skills and making new friendships

Mission

Honeybee Learning is committed to delivering exceptional care and extended learning programs that are built specifically with you and your child's unique needs in mind. We make sure all our students have an informal but structured learning environment dedicated to their safety and education while providing parents with a convenient option to accommodate their busy schedules.

Liability Waiver

Honeybee Learning is designed to provide safe and enjoyable programs for all students. Parents understand that there are risks involved with before and after school programs and other associated activities. In consideration of your child being allowed to participate in this program, parents /guardians agree to assume responsibility for any risks associated with activities. I/We, on behalf of myself and my minor child, agree to release, hold harmless and indemnify Honeybee Learning, Dove Charter Public School Foundation, its affiliates, agents and representatives, including volunteers, employees, officers and agents, from any loss, cost, damage and/or expense of any nature, including all attorneys' fees and costs and all claims arising, either directly or indirectly, from my child's participation in Honeybee Learning and the Dove Charter Public School Foundation Programs. I/we acknowledge that we have read and understand this document and

accept the risk and responsibility of participation in Honeybee Learning and the Dove Charter Public School Foundation Programs.

Employees and Training

Honeybee Learning staff members are required to undergo and remain current with childcare training, CPR, and First Aid training. Generally, we aim to achieve a 1:15 teacher-student ratio (this may vary among different age groups).

Each staff member also receives a criminal background check and program training. Our training includes proper standard procedures, policies, how to report child abuse or neglect, special needs care, and much more. We aim to hire a diverse staff and actively encourage parents to get to know our instructors and associates.

Honeybee Learning reserves the right to make changes in staffing at any time to accommodate the program.

DAYS & HOURS OF OPERATION

Honeybee Learning will proceed on days that school is in session. On days with early dismissals, the afterschool program will begin right after dismissal. For specific dates, please refer to your school's calendar.

Emergencies, Delays, Dismissals, Etc.

During emergency situations such as inclement weather, unforeseen facility issues, etc., the Honeybee Learning program will not be offered if the school is closed for the day. The Honeybee Learning before-school program will not take place if the school day is delayed.

When the Honeybee Learning program is not offered for whatever reason, parents will be notified in advance to arrange for alternate care. Please monitor local news media outlets and the district website for more information in these situations.

Inclement Weather Policy

If weather conditions indicate a school day delay or cancellation, parents will be notified by the district or Program Director. If the Honeybee Learning program is cancelled due to poor weather, parents will be notified via phone or email. Our staff will continue caring for the children until they are picked up. That said, we request that parents pick up their child as soon as possible for the safety of the staff and students.

Honeybee Learning will not be able to offer childcare in the event of school closure during the school day.

ATTENDANCE, SIGN-IN, AND SIGN-OUT

Enrollment

Honeybee Learning caters to Pre-K through Grade 12 students (depending on licensing and program specifications). We do not discriminate based on race, gender, nationality, religion,

disability status, or any other legally protected status.

Before enrollment, parents must complete all enrollment agreements prior to approval, whether the child has special needs or not. Honeybee Learning does not have access to the school documents; therefore, we must be notified by the parents of special accommodations for each child.

Enrollment forms can be filled out online at our Honeybee Learning website: www.honeybeelarningok.com. Registration is required at least 24 hours prior to the start date.

Pick-up Policies

During registration, parents are required to list those who are authorized to pick up the child. Honeybee Learning will verify the identification of the person picking up the child and will not release the child to anyone who is not listed in the system.

In the case that an unlisted person attempts to pick up the child, Honeybee Learning will contact the parent or legal guardian and discuss the verification options. Honeybee Learning will require written authorization for releasing the child to the unlisted person. The authorization letter must come from an email listed in the child's file. Honeybee Learning will require at least one emergency contact outside of the immediate family listed in the case of emergency pick-up situations.

People on the designated pick-up list are allowed to pick children up any time after the afterschool program starts. There will be a designated entrance to the program.

Each person on the designated pick-up list is assigned a unique pin number to sign out the child. Pin number information will be provided upon acceptance to the program. For the safety of your child, we ask that parents not share their pin number with anyone and that they not use each other's pin. This will allow Honeybee Learning to accurately report on pick-up. We will gladly issue a new and unique pin to anyone you'd like to add to the pick-up list.

Our staff members are instructed to identify anyone they do not recognize. Please inform the person picking up your child that they will be asked to present a form of identification.

If the person picking up the child, authorized or not, seems intoxicated or gives the Honeybee Learning staff a reason to fear for the child's safety, Honeybee Learning reserves the right to refuse releasing the child to that person. We will instead contact someone on file to find an alternative pick up arrangement and we will call the local police if needed.

Arrival Procedure

When school ends, students will directly go to a designated area to check into the afterschool program with our staff. Attendance will be taken as they arrive. Honeybee Learning cannot assume responsibility for a child until they have checked in.

For before-school programs, children must be accompanied into the building after 6:30 AM. Children cannot be dropped off outside the building or come inside alone. Parents or guardians must sign them in and make staff members aware of each child's presence before they leave.

If you know your child will not be attending the program that day, please inform our staff of their

absence with a written letter or email.

Departure Procedure

Parents are responsible for the child after signing out. If a student has a scheduled club, tutoring, or any other activity, parents must inform their area program director via email. While they are attending that activity, the student is not the responsibility of Honeybee Learning.

Custody Issues

Anyone listed on the Child Enrollment and Health Information page of the registration form will be allowed to pick up their child anytime Honeybee Learning is in session. They are also permitted to designate other people to pick their child up.

This is the case unless Honeybee Learning is given a copy of a court order or decree that authorizes the restriction of parental rights, and the Program Director is apprised of the court order or decree.

Parents are responsible for providing Honeybee Learning with current and updated court documents as they change.

If only one parent is the legal custodian of a child, only the legal custodian will be permitted to designate others to pick up the child. This will be the case so long as a court order or decree provided to Honeybee Learning supports such a determination.

In the event of an emergency, the custodial parent will be contacted first. If that custodial parent is unavailable, we will reach out to the other parent.

Daily Schedule

Time Example Schedule*

3:00 pm – 3:30 pm	Student Arrival & Snack
3:30 pm – 4:30 pm	Academic / Homework Time
4:30 pm – 5:15 pm	Educational / Creative Activities
5:15 pm – 5:45 pm	Physical Activities
5:45 pm – 6:00 pm	Cleanup and Dismissal

Subject to change for each school

Indoor or outdoor activities chosen based on the weather

Snacks

Children are provided a nutritious snack by Honeybee Learning. We try to offer a wide range of snacks, but we may not be able to accommodate all dietary needs and restrictions. Honeybee Learning will rely on parents to provide afterschool snacks in the case of specific dietary restrictions which are not able to accommodate.

Homework Policy

Honeybee Learning is committed to furthering your child's educational development, but our

afterschool program is not an extension of the academic school day. We encourage all students to independently finish their homework during our afterschool program by ensuring quality quiet time. Our instructors may provide assistance- however, our staff is not equipped to offer extensive one-to-one homework time assistance and therefore Honeybee Learning is not responsible for any inaccuracies or mistakes in your child's work. For more information about homework time, please check with your Program Director.

Transportation and Field Trips

Honeybee Learning will not provide transportation at this time.

CHILD MANAGEMENT POLICIES

Our child guidance and management policy is set in place for all parties involved in the program throughout its duration, including students, teachers, and parents. Our main objective is for Honeybee Learning students to learn independence and self-discipline in order to implement the social skills they'll develop. Self-control is refined through daily practical activities and social exercises.

Positive behavior will be rewarded with verbal reinforcement and other incentives. Inappropriate behavior will be addressed, and the child will be promptly redirected to another activity. Depending on the severity of the situation, other consequences may be put into effect. Parents will be notified, and teachers will work to help prevent a pattern of misbehavior. When a child requires extra care and attention, a special behavior management program may need to be created with the parents' assistance.

In order to facilitate a safe and enjoyable environment, these rules must be adhered to by everyone:

- › Respect everyone and their property
- › Follow set safety practices
- › Always respect directives of the teachers

Additionally, every school campus's rules must continue to be followed during the Honeybee Learning program.

Inappropriate Behavior

Aggression among classmates and repeated misbehavior that includes bullying, threats, physical altercations, and property damage will result in an incident report. The purpose of an incident report is to notify parents or legal guardians of the child's behavior and to find positive solutions that will prevent this behavior in the future. Parents are asked to sign the report in acknowledgement and are encouraged to constructively discuss the incident with the child. One copy will go to the Honeybee Learning office and another copy will be available for parents to take home. We ask that all issues be settled in a respectful and positive manner.

If any damage to Honeybee Learning-owned or leased property takes place due to a child's misbehavior, Honeybee Learning reserves the right to assess the parent or legal guardian for any and all amounts necessary to repair or replace damaged items or property.

Suspension

For more serious incidents or repeated misbehavior, we may ask parents to pick up their child. After communicating with all parties present, the student may be suspended. Before the child can return to the program, a parent-teacher conference is required.

Payment will be due for the time a child is suspended, which will not exceed five school days. If the child continues their misbehavior after suspension or continues to be a threat to the wellbeing of other students and/or themselves, Honeybee Learning reserves the right to discontinue their enrollment.

Bullying

Honeybee Learning does not tolerate bullying under any circumstances. We define bullying as a repeated and intentional act that causes mental or physical harm and creates an abusive environment.

All repeat bullies will undergo disciplinary action which includes consequences such as restrictions, conferences, suspensions, and/or disenrollment.

Disenrollment

If a child displays a consistent inability to meet the standards of the program, or if they are creating an unsafe or disruptive environment, Honeybee Learning will communicate with the parent and discuss disenrollment.

Personal Items

We ask that children refrain from bringing toys, electronic devices, or any nonessential personal item that may be a distraction to their activities. Phones and any other personal electronic devices are not allowed during the Honeybee Learning program. If these items disrupt any activities, they may be confiscated by staff members and released only to the parents.

Personal belongings must be taken home from all areas at the end of each day. Anything left behind will be placed in the lost and found box. Our staff members will try their best to help students locate their lost property but cannot be held responsible for lost items.

School Attire

Children must abide by normal school dress codes. Shoes must be worn at all times. If a student is not wearing proper footwear, they may be asked to sit out during physical gym activities or games. We do not allow children to participate with bare feet.

Parent Input

Honeybee Learning encourages open, two-way communication. For this reason, our staff may occasionally provide parents with written documentation about the child. The site director may speak with parents about the child, or the program and parents are encouraged to contact the Program Director with any questions or concerns.

Compliance File

The compliance file is where visit summaries will be held and is kept in the school office. Parents are welcome to inspect it at any time.

HEALTH AND SAFETY

Honeybee Learning requires all health and immunization records be kept current. Parents have the responsibility of providing information regarding allergies, dietary restrictions, and anything else that could help prevent medical emergencies.

For the safety of all the children enrolled in our program, we will not provide care to a child who is displaying any of these symptoms:

- › A fever of 100.4° Fahrenheit or more
- › Consecutive vomiting or diarrhea
- › A persistent cough
- › Too fatigued to participate in regular activities
- › Signs of an infectious disease: rashes or hives, live lice, or atypical eye, ear, or nasal discharge

If your child develops any of these symptoms while on campus, we will ask that you pick them up immediately. Your child will not be permitted back in the program before they have been symptom-free for 24 hours.

Medication

We strongly recommend you administer your child's medication at home. If this is not possible, please call our main office to discuss solutions.

If your child needs an epi-pen, a separate epi-pen must be provided to Honeybee Learning for use during our afterschool program.

Children who use asthma inhalers and can self-administer during the school day are also allowed to do so at Honeybee Learning as long as the appropriate forms are on file. These forms are titled as the "Request for Administration of Medication" form and the "Request for Child to Carry Inhaler" form (available on our website). The parent must provide the school with verified permission for

the child to carry their inhaler throughout the school day. The child must not share the inhaler with any other student, and they must have it in their possession at all times. If they are unable to follow these rules, a Honeybee Learning staff member may hold onto the inhaler. Parents should also consider providing staff with a second, extra inhaler as an emergency backup.

Our afterschool team will not assist with administering medication, supplements, medical food, or topical products unless the child has received the first dose or application at least 24 hours prior.

Child Abuse Prevention

Honeybee Learning prioritizes safety above all, and we have trained our staff to spot and report any observations of a child's deteriorated mental or physical health due to suspected abuse,

neglect, or indecency with a child, as is required by the law. Our staff will contact the Child Protective Services Hotline immediately or no later than 48 hours from making the observation, and the call will be placed by the staff member who made the initial observation.

If you suspect someone is the victim of human trafficking, then please contact the Oklahoma Bureau of Narcotics (OBN) Human Trafficking Hotline at (855) 617-2288.

PROGRAM TUITION AND PAYMENTS

Our registration fee is \$50 each child or \$75 each family (2 or more kids). The Monthly Payment Plan is a privilege, which may change based on ATTENDANCE days. Under either payment plan, all payments/installments are due and payable in full upon receipt of each invoice and become delinquent after the 3rd days of receiving invoice.

Honeybee Learning employee, and school staff members are eligible for a special discount of %70 for tuition per child.

2022/2023 Weekly Tuition Rates

Before School	\$11/per day, per student
After School	\$17/ per day, per student

The Monthly Payment Plan is a privilege, which may change based on ATTENDANCE days. Under either payment plan, all payments/installments are due and payable in full upon receipt of each invoice and become delinquent after the 3rd days of receiving invoice.

If we do not receive tuition payments by the 3rd day after receiving the invoice and if parent does not contact to the Honeybee Learning main office, a child will be dropped from the Honeybee Learning program. If this occurs, we will notify the parent by phone and send a letter via e-mail or deliver in person to inform them of the change. The parent will have the option to make other arrangements or re-enroll their child by paying the balance in full.

If you are a Honeybee Learning employee, and school staff member, you are eligible for a special discount of %70 for tuition per child.

Late Pickup

Parents are allowed a 5-minute grace period after pick-up time before a late fee is incurred, after which parents will be charged \$1 per minute, they are late. The late fee will be charged to the parent's account and will not be waived for any reason, including inclement weather or bad traffic. Staff members do not have the ability to waive any fees and recurrent late pickups can result in the withdrawal of your child's enrollment.

In the event that parent / guardian and emergency contacts cannot be reached by the site director within 30 minutes after the end of after school hours local authorities will be contacted.

Payment Options

1. Debit or Credit Card Auto-Payment

I. When you register online, you will input your card information. The account will be

automatically charged the 1st of each month (or on a Monday if it falls on a weekend).

II. If a payment declines or returns as insufficient, the parent will be responsible for the NSF charges plus late fees. For all non-sufficient funds or credit card chargebacks, there is a \$30 fee. In the event of multiple returns, we may require parents to pay by money order.

2. Paper Check or Money Order

I. Parents who pay through paper checks or money orders must put down an initial deposit of one month's tuition, plus registration fees and the first month's tuition. The deposit will be used for the last month that the child attends.

II. Paper checks and money orders must be received/postmarked by the 1st of each month (even if it falls on a weekend). If payment is late, a late fee of \$30 will be charged.

III. Please send payments (with the student's full name) to the following address, payable to

“Dove Charter Public School Foundation”:

1955 W 33rd Street Suite 110, Edmond, OK 73013

Withdrawal

You must inform Honeybee Learning at least 10 business days prior to withdrawal from the afterschool program in order to avoid additional charges to your account. If you do not notify our office with a withdrawal request in time, your account will be charged half of the next monthly payment. From the date you submit the withdrawal form, tuition will be prorated for the current month, including the 10-business day notice. You can find the withdrawal form on our website.

Receipts

Upon request, the Honeybee Learning office can provide receipts to parents. We will also provide an annual statement of tuition paid in late January as a courtesy to currently enrolled families for tax purposes. Formerly enrolled families can request a tax receipt by contacting the Honeybee Learning main office. Our federal identification number is 81-1160217.

Emergency Procedures

Each center will have a plan in place that's specific to their campus. Parents will have a copy of the emergency procedures for their student's campus detailing the procedures in the events of: Evacuation, Relocation, Lock-Down, Intruder-Alert, Tornado, and Fire.

THANK YOU FOR CHOOSING HONEYBEE LEARNING,

A nonprofit before and after school program that augments your child's education with an entertaining and mentally stimulating learning environment.

Please contact your program director if you have any questions.

Honeybee Learning Center

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