



Parent Handbook

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WELCOME!

The Yahya's Busy Bees staff would like to welcome you and your child(ren). Thank you for choosing us! Please take time to look through our Parent Handbook and complete the attached registration forms.

The following paperwork is required ONE WEEK prior to your child's first day:

- **Registration Form** (attached)
 - completed and signed by parent/guardian
- **Enrollment Agreement** (attached)
 - completed and signed by parent/guardian
- **Child's Physical Examination** (must have been completed no more than 2 months prior to child's first day or within two weeks of enrollment)
 - signed and dated by child's physician
- **Child's Immunization Record** (must have been updated no more than 2 months prior to child's first day or within two weeks of enrollment)
 - signed and dated by child's physician
- **Child's Birth Certificate, or Proof of Birth Letter, or Passport** (we must view original)
- **Liability Insurance Declaration** (attached)
- **Provisions of the Emergency Preparedness and Response Plan** (attached)

We look forward to working with you and your child at Yahya's Busy Bees. We work as a team to ensure your child receives the highest quality care in a positive, nurturing, safe environment. The activities we provide for our children daycare around play. They will learn through movement, art, music, and more; while having fun!

MISSION STATEMENT

The mission of Yahya's Busy Bees is to provide a safe, stimulating, and caring environment for children ages six weeks to five years old. Our focus is to provide an encouraging educational experience, promoting social, emotional, physical, and cognitive development. Committed to the families we serve, we strive to give parents complete peace of mind, while being seen as a shining example of what a quality childcare daycare should be.

VISION STATEMENT

The ultimate vision we have for our facility is twofold, and rooted in both the present and the future. For the present, our goal is for parents to feel good about their childcare choice, and that the children are safe, engaged, educated, and smiling. And for the future, we want these children to warmly look back at their experience with us, and see it as a cherished part of their childhood.

OUR COMMITMENT TO YOU

Our philosophy is simple. Yahya's Busy Bees is here to offer your children the care, comfort, fun and safety they deserve. And for you, the peace of mind that comes from knowing your child is in the best of hands. Each day promises an exciting new adventure, and we make sure each child experiences the joys of a truly caring environment.

We also strive to be your partner. We are completely transparent in our programs and curriculum, we continuously self-assess and look to improve, and we make communication with you a paramount part of the childcare environment.

CURRICULUM

Yahya's Busy Bees have chosen to follow a program called Predaycare Prep. It is a DVD set that assists in teaching our little ones by repetition and memorization. We also do hands that are age appropriate.

PARTICIPANT QUALIFYING SKILLS

Yahya's Busy Bees strives to provide the best overall experience possible for you and your child. Yahya's Busy Bees accepts children ages six weeks to three years of age that are able to function within age-appropriate staff-to-child ratios.

HOURS

We are 24 hours and the shifts breakdown as such:

Sat & Sun: 7a-6p/7p-6a

M-F: 7a-6p/7p-6a

(For specific information regarding Daily Schedules, Holidays, and Inclement Weather please see related sections).

DEPOSIT & TUITION

Full time AM & PM deposits is two weeks of your weekly tuition. Part time PM 2-day or 3-day deposits is two weeks of your weekly tuition. Saturday & Sunday have no deposits.

This deposit is used for your child's last two weeks of care.

If you commit to monthly payments, your deposit is then waived.

Daily, Weekly and Monthly fees can be found below. We do offer sibling discounts of \$10 off weekly tuition for each additional child in the same family.

If you are pregnant and seeking to secure space until your child(ren) is three months. Deposit is required to hold space. If start date is more than two weeks, you must agree to pay half tuition to keep space. Once we are two weeks out, you will have a two-week grace until regular tuition will begin. *(If you are paying monthly, your deposit will be reflected in first month's tuition.)*

Full Time 7a-6p Day

Ages 6 weeks to 3 years:	\$275 per week	\$1,191 per month
Ages 3 years to 5 years:	\$225 per week	\$975 per month

Full Time 7p-6a Night

Ages 6 weeks to 3 years:	\$325 per week	\$1,408 per month
Ages 3 years to 5 years:	\$275 per week	\$1,191 per month

Part Time 7p-6a Night 2 days 3 days

Ages 6 weeks to 3 years:	\$130 per week	\$195 per week
Ages 3 years to 5 years:	\$110 per week	\$165 per week

Saturday & Sunday – up to 10 hours

	<u>1 day</u>	<u>2 days</u>
Ages 6 weeks to 3 years:	\$100 per day	\$160 per weekend
Ages 3 years to 5 years:	\$70 per day	\$140 per weekend

Before & After Care

Before Care:	\$40 per week	\$173 per month
After Care:	\$65 per week	\$281 per month
Before & After Care	\$105 per week	\$455 per month

Weekly tuition will not be prorated for federal holidays, inclement weather or when your child is sick.

PAYMENT

Weekly tuition is due every Friday by the close of business (6:00pm) for the following week. Monthly tuitions are due on the 1st or 15th of every month. A \$25 daily late fee will be charged if payment is not received by 6:00 pm on Friday, for each day late including weekends. If payment and late fees are not received by Monday at 6:00am, your child will be disenrolled from the daycare and cannot attend until full payment and late fees is received. You also forfeit your deposit. Your deposit can not be used for missed payment.

Your child's slot will be open to the next person on our Waiting List. If the slot remains open and you would like to reenroll your child: the missed payment, daily late fees, and the following week's tuition will be required.

Accounts with an outstanding balance will be turned over to a collections agency after 30 days.

Acceptable payment methods are via ACH through the BrightWheel app or cash.

LATE PICK UP FEES

If you arrive more than five minutes after your scheduled time, you will be charged a late fee of \$15. At five minutes after you will be charged an additional \$10 for every 10 minutes thereafter. Late fees must be paid when you pick up your child, at the latest when you drop child(ren) off. We will use the timestamp on the BrightWheel app to confirm late fee amount. If we have not received a phone call regarding the late pick up, a staff member will make every attempt to contact a parent/guardian/emergency contact. If unable to contact a parent/guardian/emergency contact within 1 hour of dismissal time, the child will be turned over to the Prince William County Police Department. This same procedure will be followed if the child is not picked up for emergency situations including but not limited to inclement weather or natural disasters. **Please make every effort to be on time. Repeat offenders may be removed from the daycare at the Owner's discretion.**

CANCELLATION POLICY

Written notice is required *at least* two weeks prior to withdrawing your child. Your deposit will cover your child's last two weeks of care.

TRANSPORTATION POLICY

All transportation to and from the Yahya's Busy Bees daycare will be provided by the child's parent/guardian. We do not provide transportation of any kind.

ARRIVALS AND DEPARTURES

An adult must accompany each child into the Yahya's Busy Bees daycare upon arrival. Each child must be signed in and out daily. Please be prepared to show identification. A child will not be released to anyone but a parent, legal guardian, or adult on the child's authorized pick up list without advanced notice from parent/guardian.

Parents/guardians may visit the daycare at any time; extended visits must be pre-approved from the Director and/or Owner.

PWCPS & FCPS POLICY

Yahya's Busy Bees policy for Public Daycare Teachers and Professionals that are out for the Summer due to the school year, are still responsible financially if their child are returning at the end of the Summer. This ensures that your child will have a slot when the school year begins again in the Fall. **Your financial responsibility will be 50% of your child's weekly tuition.** For example, your weekly rate is \$250/week, your responsible weekly tuition during the summer would be \$125.00 and will be invoiced accordingly. If you pay monthly, it would be 1/2 of the monthly tuition. For Spring and Winter vacations you are responsible for paying your actual tuition and no discounts are provided. Be mindful that during Summer vacation, if you require drop in care you are more than welcome to do so, we just ask that you give us a heads-up.

FOOD POLICY

Yahya's Busy Bees will provide breakfast, lunch and afternoon snack. Our menu meets Virginia State Licensing requirements, we also participate with USDA Food Program. A menu is posted monthly. **Please advise us of any food allergies or any food your child may not have for religious reasons.** All food brought in for parties or celebrations must be in original store bought food container with ingredient list.

We have set meal times to ensure cleanliness and to protect children with allergies. Please do not allow your child to come to daycare with food or drinks in their hands. Breakfast starts at 8:00 am and ends promptly at 8:45 am. If your child will be eating breakfast with us, we encourage you to drop them off no later than 8:15 am. At 8:45 am, regardless of your child's arrival time, we put away all food and sanitize the tables and chairs, per licensing requirements, before starting the day's activities. If you are unable to drop your child off here with sufficient time to finish their breakfast by 8:45 am, please provide them with breakfast at home or in the car as they will not be permitted to eat in the main area of the daycare. Lunch is served at 11:15 am and afternoon snack is served at approximately 2:15 pm.

CLOSINGS AND VACATIONS

A calendar showing all closings is included in this handbook. Weekly tuition will not be prorated for federal holidays, inclement weather or when your child is sick. Yahya's Busy Bees are allowed two paid weekly vacations, once in the Summer and again in the Winter. These dates are given at the beginning of the year for your planning.

INCLEMENT WEATHER

In the event of inclement weather, you will receive an email from Yahya's Busy Bees regarding the operating hours of the daycare. The Yahya's Busy Bees Facebook page will also be updated.

EMERGENCY SITUATIONS

In an Emergency Situation, the Yahya's Busy Bees staff will make every effort to contact parents/guardians directly. If unable to do so, the designated Emergency Contacts will be contacted. The daycare has an Emergency Preparedness Plan that includes procedures for staff to follow in the case of an emergency. The Emergency Preparedness Plan is available to the public upon request.

COMMUNICATION

If you need to speak with a Yahya's Busy Bees, please first message BrightWheel app, text/call or email. Please understand that we may not be able to answer the phone immediately; leave a message and we will call you back as soon as possible.

LINES OF AUTHORITY

If you have any questions or concerns, please consult the Lead Teacher or the Owner. Any issues pertaining to payments please consult the Owner.

HEALTH

At Yahya's Busy Bees, we strive to maintain a healthy environment. This policy is in place to ensure sick children are sent and/or kept home to prevent the spread of illness to other children and staff. Owner should be notified of an absence lasting three days or longer.

You are required to pick up your child immediately or keep them home if they exhibit any of the symptoms below:

1. A temperature over 99.9°F
2. Vomiting
3. More than 1 episode of diarrhea
4. Unidentified rash / discharge / eye redness
5. Uncontrollable coughing / wheezing
6. Too ill to function within age appropriate ratios
7. Any communicable disease

All allergies or medical conditions, which may limit activities, should be brought to the attention of the staff.

To return to child care:

1. Fever – Your child must be fever-free, without medication, for 24 hours
2. Vomiting/Diarrhea - Symptom-free, without medication, for 24 hours
3. Unidentified Rash/Discharge/Eye Redness – Must have doctor's note stating that your child may return to child care OR child has had no visible sign of rash/discharge/eye redness for 24 hours
4. Uncontrollable Coughing/Wheezing - Must have doctor's note stating that your child may return to child care OR child has not experienced uncontrollable coughing/wheezing for 24 hours
5. Illness/Communicable Disease - Must have doctor's note stating that your child may return to child care OR child has been symptom-free for 24 hours

POLICY FOR ADMINISTERING MEDICATION

If your child requires prescription and/or nonprescription medication, a Medication Authorization form must be completed by a parent/guardian and/or physician. A qualified Yahya's Busy Bees staff member will administer all age-appropriate medication in accordance with the labeled instructions and in accordance with Medication Administration Training (MAT).

Medications that will need to be administered for **less** than 10 days require a parent/guardian to complete the

Medication Authorization form.

Medications that will need to be administered or stored at the daycare for **more** than 10 days require a parent/guardian AND a physician to complete the Medication Authorization form.

Emergency Medications such as Epi-Pens and Inhalers also require a completed Action Plan, completed and signed by a parent/guardian.

Yahya's Busy Bees shall notify the parent/guardian when the Medication Authorization Form is near its expiration date. Medications will be returned to parent/guardian on date of expiration.

MEDICATION

All medication and accompanying utensils must be:

- ❑ In the original container with the prescription label or direction label attached.
- ❑ Labeled with the child's name, the name of the medication, the dosage amount and the time/times to be given.

POLICY FOR OVER-THE-COUNTER SKIN PRODUCTS

Staff members will apply Sunscreen, Diaper Ointment/Cream, Insect Repellent, or other over-the-counter skin products to a child with the authorization of a parent/guardian; which can be found on the Registration Form.

DISCIPLINARY STEPS

The Yahya's Busy Bees staff believes discipline should be a teaching opportunity. For the safety of the children in our care and our staff members, we use the following positive discipline techniques:

- ❑ For non-physical misbehavior (examples include yelling at teachers, grabbing toys from other children, repeatedly not following instructions), we redirect the child and offer an alternate choice. Depending on the age of the child and the severity of the behavior, a break from the activity may be used in order for the child to regain self-control.
- ❑ For physical misbehavior (examples include hitting, kicking, biting), we implement an immediate break from the activity. Parent/guardian will be notified regarding incident. (Serious misbehavior could mean immediate dismissal from daycare).

NOTE: The Disciplinary Steps may be modified based on the severity of a child's behavior.

BEHAVIORAL GUIDANCE

In order to promote the child's physical, intellectual, emotional, and social well-being and growth, staff shall interact with the child to provide needed help, comfort, support and:

1. Respect personal privacy;
2. Respect differences in cultural, ethnic, and family backgrounds;
3. Encourage decision-making abilities;
4. Promote ways of getting along;
5. Encourage independence and self-direction; and
6. Use consistency in applying expectations.

Behavioral guidance shall be constructive in nature, age and stage appropriate, and shall be intended to redirect children to appropriate behavior and resolve conflicts.

FORBIDDEN STAFF ACTIONS

Our staff members are forbidden to do the following:

1. Use physical punishment, such as: striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, or using exercise as a punishment;
2. Enclose a child in a small confined space or any space that the child cannot freely exit himself; however, this does not apply to the use of equipment such as cribs, play yards, high chairs, and safety gates when used with children predaycare age or younger for their intended purpose;
3. Allow punishment by another child;
4. Separate a child from the group so that the child is away from the hearing and vision of a staff member;
5. Withhold or force food or rest;
6. Use verbal remarks which are demeaning to the child;
7. Punish a child for toileting accidents;
8. Punish a child by applying unpleasant or harmful substances.

PROGRAM DISMISSAL POLICY

The Director and/or Owners' responsibility is to ensure the safety of every child. Serious misbehavior puts other children and our staff at risk. In the event of serious misbehavior, the following procedure will be followed:

1. **First Offense** - Teacher will document incident and notify parent/guardian.
2. **Second Offense** – Teacher will document incident and notify Director and/or Owner. Director and/or Owner will speak with parent/guardian.
3. **Third Offense** – Teacher will document incident and notify Director and/or Owner. Director and/or Owner will determine if child will be removed from the daycare and will notify parent/guardian.

This policy can be modified at the discretion of the Director and/or Owner based on the severity of a child's behavior. The Director and/or Owner reserve the right to remove a child from the daycare at any time. Refunds will not be given if child is dismissed from the daycare.

Dismissal may also result from non-payment, repeated late payments, non-compliance with Virginia State Licensing paperwork requirements, and/or repeated late pick-up.

SUSPECTED CHILD ABUSE POLICY

All Yahya's Busy Bees staff members are familiar with the procedures of identifying and reporting child abuse and neglect. We are required by law to report any suspicion of child abuse or neglect to the Social Services Office as mandated in the Code of Virginia.

MISCELLANEOUS INFORMATION

- ❑ Please label all belongings brought to the daycare with your child's name. We are not responsible for missing items.
- ❑ Bring at least 2 spare sets of clothing to keep at the daycare.
- ❑ Ensure your child is dressed in comfortable, easy-to-care-for clothing that is appropriate for the weather.
- ❑ Children are to wear closed-toe shoes every day (for outdoor play).
- ❑ No shoe zone. Children may bring in "house" slippers to keep in their cubbies to switch into when at daycare.
- ❑ Monthly please help us by donating a pack of wipes, box of tissues, a roll of paper towel and/or hand soap.

ALL POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE.

YBB 2020 Closings

YBB Hours of Operation: 7am - 6pm

(Please make necessary accommodation for your child(ren) when YBB is closed.)

CLOSINGS:

(federal/local holidays, ½ days, and YBB vacations – two allowed annually)

- Wednesday, January 1 - New Year's Day
- Monday, January 20 - Birthday of Martin Luther King, Jr.
- Monday, February 17 - Washington's Birthday
- Monday, May 25 - Memorial Day
- *June 15 – 19 Summer Vacation*
- Friday, July 3 - Independence Day
- Monday, September 7 - Labor Day
- Wednesday, November 11 - Veterans Day
- ½ day Wednesday, November 25 – Thanksgiving Eve
- Thursday, November 26 - Thanksgiving Day
- Friday, November 27 – Black Friday
- *December 21 – 25 Winter Vacation*
- Friday, December 25 - Christmas Day
- ½ day - Thursday, December 31 – New Year's Eve
- Friday, January 1, 2021 – New Year's Day

SNOW Days/Delays:

**If Prince William County School has a delay – we will follow accordingly. (i.e. 2 hr delay for PWCS – YBB will open at between 8 - 9am - this will allow us to clear driveway, and make sure walkway is safe for our littles and family)*

**If Prince William County Schools closes – YBB will still open.*

(Delay may occur this will allow us to clear driveway, and make sure walkway is safe for our littles and families)

Intentionally Blank



CHILD'S NAME: _____

NICKNAME: _____

ADDRESS: _____

BIRTH DATE: _____ SEX: _____

PARENT #1 NAME: _____

PARENT #2 NAME: _____

ADDRESS: _____

ADDRESS: _____

PLACE OF EMPLOYMENT: _____

PLACE OF EMPLOYMENT: _____

WORK PHONE: _____

WORK PHONE: _____

HOME PHONE: _____

HOME PHONE: _____

CELL PHONE: _____

CELL PHONE: _____

E-MAIL: _____

E-MAIL: _____

Previous Daycares and/or Daycares Attended: _____

If this child attends Yahya's Busy Bees daycare and another daycare and/or daycare, please list other daycare or daycare:

HEALTH/MEDICAL INFORMATION

My child has allergies: _____ Yes _____ No

If YES, please list any allergies: _____

- My child needs medication to be administered at the daycare: _____ Yes _____ No
- My child has an Epi-Pen and/or Inhaler: _____ Yes _____ No

If YES, you are required to complete a Medication Authorization Form and an Action Plan.

My child may not have the following food for religious reasons: _____

PHYSICIAN'S INFORMATION

Physician's Name: _____ Telephone #: _____

SPECIAL NEEDS/ACCOMMODATIONS

My child has special needs: _____ Yes _____ No

If YES, please list requested accommodations: _____

VIDEO/PHOTO AUTHORIZATION

I give permission for my child to be included in Yahya's Busy Bees, LLC photographs/videos for marketing purposes:

_____ Yes _____ No

(CONTINUED)

OVER-THE-COUNTER SKIN PRODUCTS AUTHORIZATION

I give permission for the Yahya's Busy Bees daycare staff to apply topical medication including sunscreen, diaper ointment/cream, and insect repellent onto my child: _____ Yes _____ No

EMERGENCY CONTACTS AUTHORIZATION

The Yahya's Busy Bees daycare has my permission, in an emergency, to call 911 and/or to send my child to a hospital/urgent care facility, and the medical personnel have my authorization to provide treatment, which a physician deems necessary for the well being of my child. The staff of Yahya's Busy Bees will make every reasonable attempt to contact the Parent/Guardian/Emergency Contacts.

Emergency Contacts cannot be the parents/guardians. Please list two emergency contacts.

NAME: _____ Phone # _____ Relationship: _____

ADDRESS: _____

NAME: _____ Phone# _____ Relationship: _____

ADDRESS: _____

DISMISSAL AUTHORIZATION

The Parent/Guardian/Authorized Alternate **MUST SIGN THE CHILD OUT each day**. No child will be permitted to leave daycare with persons other than those listed below. Identification must be presented at time of pick up.

Parent/Guardian Name: _____ Parent/Guardian Name: _____

Authorized Alternate: _____ Authorized Alternate: _____

***I have read the Information Handbook and I agree with the policies and procedures of the Yahya's Busy Bees.**

*** I understand Yahya's Busy Bees assumes no liability for injuries or damages arising from the result of participation. All activities present inherent risks and hazards, which the participant assumes. I hereby approve of my child's participation in all Yahya's Busy Bees activities.**

***I authorize the Yahya's Busy Bees daycare staff to seek medical care for my child should an emergency occur unless the parent/guardian states in writing an objection to the provision of such care on religious or other grounds.**

***I understand that if my child becomes ill, I will be contacted by the daycare. I will arrange to have my child picked up as soon as possible if so requested by the daycare.**

***I will notify the Yahya's Busy Bees daycare within 24 hours or the next business day if my child or a member of the immediate household develops any reportable communicable disease, as defined by the State Board of Health.**

***I will notify the Yahya's Busy Bees daycare immediately if my child or a member of the immediate household develops a life-threatening disease.**

Parent's/Guardian's Signature: _____ Date Signed: _____

Print Name: _____

OFFICE USE:

PROOF OF AGE AND IDENTITY

(Must be obtained within 7 business days of child's first day of attendance)

Place of Birth _____ Birth Date _____

Birth Certificate Number _____ Date Issued _____

Proof of Age other than Birth Certificate _____

Date Documentation Viewed _____ Copy on File () Yes () No

Person Viewing Documentation _____

OFFICE USE ONLY

Date entered care: _____

Date left care: _____

Room: _____

My child/ren, _____, will attend
(child/ren's full name)

Yahya's Busy Bees at the rate of \$_____/day/week/month,
(tuition)

effective _____.
(effective date)

() Full time AM () Full time PM () Full time PM

() Part time PM 2 Days () Part time PM 3 Days

() Weekend Saturday Hours _____

() Weekend Sunday Hours _____

- I understand that weekly fees must be paid each Friday by 6:00 pm for the following week. Payments can be made via ACH through the BrightWheel app or cash in envelope with child's name in drop box.
- I understand that a \$25 late fee will be charged to my account automatically daily (including weekends), if payment is not received by 6:00 pm on Friday.
- I understand there is a two week cancellation notice.
- The full Payment Policy and Cancellation Policy can be found in the Parent Handbook.

By signing this Enrollment Agreement, I hereby certify that I have read, understand, and will adhere to the Payment Policy and Cancellation Policy outlined in the Parent Handbook. I further agree to pay all tuition fees and any penalty fees associated with my child's account. I understand that my account will be sent to a collections agency after 30 days of nonpayment.

Print - Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Liability Insurance Declaration This form complies with the requirements of 63.2-1809.1 of the Code of Virginia and must be maintained on file in the Family Day Home at all times while the child is in attendance and for 12 months after the child's last day of attendance. VDSS MODEL FORM - FDH

Child's Name

~~I have liability insurance coverage in force on my Family Day Home business in an amount that meets or exceeds the minimum amount established by the Virginia Department of Social Services (\$100,000 per occurrence and \$300,000 aggregate).~~

~~____ Yes ____ No~~

~~I, _____, acknowledge having received the
(Signature of Parent/Guardian)
above-referenced notification on _____.
(Date)~~

(X) I no longer have liability insurance coverage in force on my Family Day Home business in an amount that meets or exceeds the minimum amount established by the Virginia Department of Social Services effective _____ July 2016 _____.

(Date)
I, _____, acknowledge having received the
(Signature of Parent/Guardian)
above-referenced notification on _____.
(Date)

Provisions of the Emergency Preparedness and Response Plan Before the child's first day of attendance, parents must be informed of the provisions in the home's Emergency Preparedness and Response Plan (Standards for Licensed Family Day Home 22 VAC 40-111-70 A 16). VDSS MODEL FORM - FDH

To the Parent(s) of _____:
Child's Name

This letter is to assure you of our concern for the safety and welfare of children attending
Yahya's Busy Bees, LLC.

Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation:* Children are evacuated to a safe area near the home in the event of a fire, etc.
- *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the home is the best immediate response.
- *Relocation:* Total evacuation of the home may become necessary if there is a danger in the area. In this case, children will be taken to a relocation site at

Outside Independence Pool House
12001 Lexington Valley Drive
Manassas, VA 20109

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

We will have your contact information with us and you will be contacted as soon as possible following any emergency action so that arrangements can be made for you and your child to be safely reunited.

In your child's record at this home are the names of persons you have authorize to pick up your child(ren) if you not able to do so. Please ensure that only those persons you have authorized attempt to pick up your child(ren).

We specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, please let us know.

Parent Signature

Date

032-05-0611-00 eng