

# Sweet Honeybee Preschool

[www.sweethoneybeepreschool.com](http://www.sweethoneybeepreschool.com)

## Policies

### ***Payments***

Once you have been accepted, you are required to pay the deposit and to sign the tuition contract in order to hold your place. The deposit is non-refundable. Payments are due by the first day of each month. There is a late fee of \$35 for late payments. If you are experiencing a financial hardship, please reach out ASAP to discuss alternative payment arrangements.

### ***Drop off/Pick Up***

Our doors open at 9:00am. Children may not be dropped off prior to 9:00am. Pick-up is promptly at 1:00pm. Due to alley traffic and safety concern, alley pick-up and drop-offs are not permitted. Out of respect for our neighbors, please do not park or block any of the neighboring driveways. If you or someone in your family has mobility constraints, please let us know and we will work with you to provide an accessible drop-off and pick-up option.

### ***Cell Phone Use***

Sweet Honeybee Preschool is a cell phone free space. Please refrain from answering phone calls during drop-off and pick-up times.

### ***Scheduled Breaks***

We loosely follow the Seattle School District Calendar. See our full calendar for additional information.

### ***Vacations***

It is helpful to have 48 hours notice know when your family will not be attending preschool. There are no refunds for missed days, but you may request a make up day if your child is enrolled part-time.

### ***Drop-In/make up days***

Paid prop-ins on days your child is not enrolled in, or make ups of missed days, need prior permission and are available depending on ratios of teacher to students for any given day.

### ***Illness***

Children need to be in good health and able to fully participate in daily activities to attend class for the day. Any sign of COVID-19 symptoms, other contagious illness, or rashes means that your child must remain at home until all symptoms have cleared.

If your child has vomited or has a fever of 100.4 or higher, they will need to stay home until they have been fever-free for at least 24 hours and symptoms are improving. Please also see COVID-19 Health and Safety Addendum.

### ***Immunizations***

We require students to be up to date on all immunizations or have a valid immunization waiver form signed by a health care professional in order to attend our program.

### ***Liability Waiver***

Our insurance company requires us to have all families sign a liability waiver. All documents for enrolled families can be found on our website.

### **School Attire**

Children should wear weather appropriate clothing and shoes to preschool that are comfortable and do not restrict movement in any way. Clothes that you don't mind getting messy are highly encouraged. We ask that each child bring a change of clothes and indoor slippers to leave at preschool. In the spirit of Waldorf education, we ask that children come to school in clothes that do not display super heroes, action figures, cartoons, or any commercialized characters. Clothing with any weapons or violence are not permitted.

### **Weapons/Violence**

Sweet Honeybee Preschool is a weapon free space. This includes weapon play at school. We invite imagination and creativity in many forms, but violence of any kind will not be allowed during school functions. We honor the curiosity that children have but need to create a space that is safe and welcoming for all who present.

### **Conflict Resolution**

At Sweet Honeybee Preschool we recognize that conflict is a part of sharing space and we strive to teach problem solving techniques and conflict resolution language and actions. We also use a variety of social stories to support and build empathy. When children are unable to work through a disagreement or challenge immediately, we offer space for them to take breaks from the larger group where they have access to calming and sensory materials. When they are ready, we will come back to the issue and work to find resolve. While we respect and honor the different ways that parents choose to discipline at home, at Sweet Honeybee Preschool, we do not use time-outs, scolding, or punishment.

Our teachers see themselves as partners alongside parents and have a vested interest in the well-being, growth, and development of each individual child. We will share both the joys and challenges that your child has at school and will collaborate with you on the best way to support your child at preschool.

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I have read the Sweet Honeybee Policies and agree to adhere to these policies throughout my child/children's attendance in all Sweet Honeybee Preschool activities and events.

Child/Children's Name(s): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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