

## **Enrollment Procedure**

To enroll in our program is as simple as 1,2,3.....Come to Busy Bee!!

1.Call to talk with our director. Denise Coffey, Denise Foster, Vanessa Dangoia or Alicia Donovan who would love to share with you all of the special qualities Busy Bee has to offer and learn more about your child and family interests, any special individual issues that need to be addressed, allergies, any services that your child may be receiving (i.e. educational, social, and support services) and developmental history of the child.

2.Set up a time to visit our classrooms and meet our director and teachers.

3.Reserve your spot by filling out our registration form and leaving a registration fee (non-refundable).

4.We offer a scheduled open house each year held in the month of March. All students currently enrolled have the option to register before the open house and be guaranteed a spot at Busy Bee, Otherwise any registration forms received after our open houses, are taken on an availability basis and or placed on a waiting list.

We will then give you the appropriate forms for you to read through and return within 72 hours of starting, along with a copy of Busy Bee's Parent Handbook including Healthcare Policy. We will invite all half-day students starting in the fall to visit us at our scheduled open house, before school begins, to meet his/her teachers and new classmates. The first day of school will be noted on your open house invitation or on an individual basis.

If you are starting during the school year, an individual appointment will be set up for you with-in 1-2 weeks of your start date at Busy Bee. We will give you a list of items you may bring in on this day, so that the first day of school you are not over whelmed and feel like you are forgetting something. This will also give you and your child the opportunity to again meet our director and teachers, see the classroom and become familiar with our routine, to help make a smooth transition. All of your paperwork should be returned by this last appointment, so that we may review and discuss your child's developmental history and discuss information about other therapeutic, educational, social, and supportive services your child may be receiving. Lastly, you may address any questions you may still have.

We look forward to a great year.

### **Non-discrimination Policy**

Busy Bee Pre-School does not discriminate on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, disability or sexual orientation. Toilet training status is not an eligibility requirement for enrollment. Individual accommodations will be developed when necessary.