



The Humble Bee

Free to bee.

From Jennifer's Administration, Colleagues, Parents, and Students:

"I have been an educator for 25 years, serving as a building administrator for the last twelve. During that time, I've had the opportunity to work with and learn from many excellent teachers. Of them all, however, Jennifer Johnson stands out as one of the best. On a daily basis, I am grateful that Mrs. Johnson is teaching English and Leadership to the students at Skyview High School." -Kym TC, Administrator

"It would be difficult to put into words the tremendous impact she has had on me and the many other students that have been lucky enough to have her in their lives."
-Kylie L, Student

"She is a teacher whose expectations are as high as her heart is big."
-Kym TC, Administrator

"Mrs. Johnson goes the extra mile and encourages students to think for themselves and discuss their opinions when it comes to important issues in our world."
-Megan P, Student

"Her creative and passionate instruction has inspired me to be a better person, serve others effectively, and to work harder at home, in school, and wherever I am able to in my life."
-Kylie L, Student

"I have never met another person in my life who takes on so much with their job, a great deal more than what is expected, and is still able to show up every day with a smile their face, eager to start the day all over again."
-Kylie L, Student

"We need to recognize excellence in educators. Jennifer Johnson has made all the difference in the lives of her students, and an especially significant difference in this important year of growth for my son." -Peggy G, Parent

"Her personality is infectious as she has the ability to connect with and lift the spirits of those around her." -Jay G, Counselor & Colleague

"She is an example of someone who loves what she does, is committed to kids, and does it for all the right reasons." -Kym TC, Administrator

"I cannot emphasize enough what a fabulous teacher Jennifer Johnson is."
-Becky P, Administrator

"From the moment you walk into her classroom, you feel a sense of love and comfort. I have never had a teacher I have connected with as well as I have with Mrs. Johnson, and I speak on behalf of my peers to say that many students feel the same way as I do. I cannot fathom where I would be without her." -Megan P, Student

"Everything she has taught us has touched my heart and made me think."

-Thomas G, Student

"Johnson is unique in her ability to make learning English fun and understandable to both the struggling and the gifted learner. Students who love English, are pushed and stretched and learn. Students, who hate English, leave Jenn's class confident that they have and can continue to learn to be clear and effective communicators." -Kym TC, Administrator

"I see past, present, and even future students entrusting her with high school troubles and family issues. I know if I were in need of help she would be the first person I would talk to."

-Megan P, Student

"She sincerely cares about what is going on in her student's and player's lives. I cannot think of another individual in my life that is as loving, generous, compassionate, optimistic, and sympathetic as Mrs. Johnson." -Carter J, Student & Athlete

"I have appreciated her firm expectations of best work and working through challenges. But I have also witnessed her sincere compassion and efforts to go above and beyond in offering support and kindness toward others. And in difficult times, knowing that my son was in this environment brought me great peace and comfort." -Peggy G, Parent

"To say that she is the best teacher in the world is an understatement. I can only hope that one day; I will be as family-oriented, dedicated, and compassionate as Mrs. Johnson."

-Megan P, Student

"I was fortunate enough to have her as a coach, a teacher, and most of all, an incredible friend who will always have a place in my heart." -Carter J, Student & Athlete

"The limited time I spent with the Varsity team as a freshman showed me Mrs. Johnson's uniqueness. She had the boys working as hard as possible, yet every one of us had a smile on our faces." -Carter J, Student & Athlete

"She had a special way of explaining very minute details, but making them stick in your mind." -Anonymous Student

"It seemed like there was nothing she wouldn't do for me. Then after talking to some of my peers, it was obvious that she treated them the exact same way. She loved every single one of her students and was willing to put them before herself." -Carter J, Student & Athlete

"Her tremendously large heart is seldom found in anyone else." -Kylie L, Student

"I didn't think very highly of myself and expected very little, but Mrs. Johnson saw something in me. She kept pushing me and pushing me to be my very best."

-Thomas G, Student

"I owe everything I am today to one of my greatest mentors, Mrs. Jennifer Johnson."
-Carter J, Student & Athlete

"Students succeed because Jenn gives all of herself to ensuring that she is employing the most effective instructional strategies, preparing for every possible scenario, and establishing relationships with students that cause them to know that they are important, and that their learning is non-negotiable whether they are learning English, leadership, or college preparation skills." -Kym TC, Administrator

"The constant love and grace she barrages everyone that she meets with is truly incredible." -Student

"She's one of the most incredible, professional, independent, and strong women I've ever met. She has a gift and she loves to share it." -Carter J, Student & Athlete

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About the Director

The Humble Bee Pre-Kindergarten Preparatory, established in 2015, is a private preschool designed to prepare children between the ages of two and a half years and five years of age for their entrance into Kindergarten. The Humble Bee's Director, Jennifer Johnson, was inspired to open her own school after spending over ten years in the field of public education. Mrs. Johnson obtained her Bachelor's Degree in English and Language Arts and her Teaching Certification from Washington State University in 2006, where she graduated with Honors, Magna Cum Laude. Jennifer also studied International Business and Finance at Hawai'i Pacific University in Honolulu, Hawai'i.

Mrs. Johnson has worked with students of every age. She began her career in Education working with elementary students at Sunnyside Elementary School in Pullman, Washington and Harney Elementary School in Vancouver, Washington. From there, she was hired by the Vancouver School District, where she herself attended Lincoln Elementary School, Discovery Middle School, and Hudson's Bay High School.

Jennifer began her career with Vancouver Public Schools as the Head Coordinator of the Impacting Kids First (IKF) program, an afterschool program conducted in partnership with the Vancouver School District and the City of Vancouver and funded by a 21st Century Learning Grant. As a coordinator, Jennifer provided academic support to elementary and middle school students based on their identified need, as well as organized recreational activities to help these students develop socially and emotionally.

From here, Jennifer moved into her first professional certified teaching experience at Columbia River High School, where she taught both standard and International Baccalaureate (IB) English. In her second year of teaching, Mrs. Johnson taught 8th Grade English and Language Arts at Thomas Jefferson Middle School, as well as coached 8th Grade basketball. In the same year, she began her coaching career at Skyview High School, training both the girls and boys soccer teams. The following year, Mrs. Johnson transferred to Skyview where she continued to successfully teach for the next six years, as well as coach soccer for sixteen seasons. In 2012, Mrs. Johnson coached her Skyview Boys Soccer team to a 4A State Title and was named the 2012 Coach of the Year for Washington State. In 2013 Mrs. Johnson was nominated by students, parents, and staff and named as one of the final four Educators of the Year for Excellence in Education by OnPoint Credit Union. In 2014, Mrs. Johnson was named the Greater Saint Helens League (GSHL) Coach of the Year. She also taught, coached and mentored the 2013 and 2014 Gatorade Player of the Year.

Mrs. Johnson's breadth of experience in the field of education is wide. In addition to coaching and teaching English and Language Arts, she has taught ASB/Leadership, Advancement Via Individual Determination (AVID)—a college preparatory course for historically underrepresented students—and received professional development in a variety of areas and philosophies surrounding child development, learning and education. In her time at Skyview, she worked in conjunction with the Vancouver Public Schools

Foundation, the Red Cross and the Make-A-Wish Foundation, with the primary goal of serving kids.

All of the above experiences have come together to build Mrs. Johnson's solid foundation in teaching and learning. She is a teacher who is always learning and growing, changing her approach based upon what she believes her students need and given the best current practices in education, which includes being well-versed in the adoption of state and national standards. You will find The Humble Bee to be a warm and inviting environment that promotes learning, fosters creativity and is supported by a strong background in educational philosophy.

Philosophy & Curriculum

The Humble Bee Pre-Kindergarten Preparatory School is not your average preschool. We prefer to present early childhood learning experiences in their most pure and authentic form. Our approach encourages children to learn in a way that natural inclination might lead them to. We call it "new-schooling". Because balance is such an integral part of a child's growth, we prefer not to attach our preschool to a specific "type", rather draw from a wide range of successful philosophies, maximizing your child's exposure to varying styles, strategies and experiences.

Having spent many years helping children to learn and grow, The Humble Bee believes in balance and an environment that exposes children to diversity and a full spectrum of learning experiences. This includes activities that are child-centered and teacher-supported, exposure to a mixture of play-based and academic learning models, and encouragement of individual interest, responsibility and growth, as well as group collaboration and social development.

Cultivating a child's natural desire to learn is of supreme importance, thus The Humble Bee promotes exploration, innovation and activities and learning opportunities that are pure, realistic, hands-on and authentically engaging for children. The Humble Bee is a place of brain-friendly education, supported by cognitive research that will stimulate early childhood development. For example, on any given day, your child may find themselves gardening, singing in French, exploring nature, learning yoga and meditation, developing reading and math skills, or even taking an advanced painting lesson, amongst many other things.

Admission & Enrollment

The Humble Bee will provide services for children two and a half years through five years of age, who are fully potty-trained and toileting independently. Our preschool is non-sectarian and we will not discriminate in providing services to children and their families on the basis of gender, race, religion, cultural heritage, political beliefs, national origin, disability, marital status, or sexual orientation.

Registration for The Humble Bee will begin in the Winter, prior to the upcoming school year, which begins in the Fall. Admission is on a space-available basis. If there is an opening in enrollment, those who wish to be admitted must complete the required registration and application materials and submit a non-refundable \$75.00 registration and application fee prior to March 31st, along with a non-refundable \$100.00 security deposit to hold their spot. The security deposit will be deducted from the first month's tuition and will not be refunded in cases of withdrawal, "no-show", or dismissal. The registration fee will increase to \$100.00 for materials received after March 31st. If there are no current openings available, your child will be placed on our waiting list and notified when space becomes available.

All students admitted to The Humble Bee will experience a 30-day probationary period. The Humble Bee reserves the right to dismiss any student at any time.

Daily class time runs as follows:

❖ Monday – Thursday 9:00 AM – 1:00 PM

Tuition, Fees and Payments

Tuition can be paid annually or in ten equal monthly installments and is dependent upon class selection. For those who wish to pay tuition on an annual basis, the year's tuition is due on or before August 1st. For those who wish to pay tuition on a monthly basis, tuition is predetermined and divided into ten equal monthly installments. The first installment is due on or before August 1st and the final installment is due on or before May 1st. Monthly tuition is due on the 1st of each month. If the 1st falls on a weekend or a holiday, tuition is due the last school day prior to said weekend or holiday. Monthly tuition due dates are as follows:

- August 1st
- September 1st
- October 1st
- November 1st
- December 1st
- January 1st
- February 1st
- March 1st
- April 1st
- May 1st

Any tuition received after the first day of the month will be assessed an initial \$20.00 late fee, followed by a \$5.00 per subsequent day late charge. A student will be unable to attend class if tuition has not been paid by the 7th of the month. Tuition remains the same regardless of family vacations, illnesses, or holidays. The Humble Bee reserves the right to change its pricing as deemed necessary whenever so it chooses.

Fee List

The Humble Bee accepts the following methods of payment: Cash, check, and debit/credit cards through PayPal (subject to a small fee).

Early Registration \$75.00

One-time, non-refundable fee due at the time of Registration, on or before March 31st. Beginning April 1st, the Registration Fee increases to \$100.00.

Security Deposit \$100.00

One-time, non-refundable fee due at the time of Registration and deducted from first tuition payment.

Tuition

Due on or before the first day of each month.

- 2 Days a Week
\$295.00 Monthly Tuition
- 4 Days a Week
\$495.00 Monthly Tuition

Late Tuition

Any tuition received after the first day of the month will be assessed an initial \$20.00 late fee, followed by a \$5.00 per subsequent day late charge. A student will be unable to attend class if tuition has not been paid by the 1st of the month. Tuition remains the same regardless of family vacations, illnesses, or holidays.

Annual Tuition Discount

Those who pay their annual tuition in full by August 1st for the impending school year will receive a 1% discount off of their basic tuition.

Supply Fee \$20.00 monthly

Our monthly supply fee is applied to any necessary supplies, activities, field trips and snacks.

Single Day \$35.00 full day

If you would like to drop your child off for a single class outside of their normal schedule, you may choose to pay for a single day (dependent upon space availability).

Late Pick-Up \$1.00 per minute

Prompt pick-up is extremely important for the traffic and flow of our preschool, but also in courtesy to The Humble Bee's employees. A late fee will be assessed at the rate of \$1.00 per minute to those late to pick up their child.

Returned Check \$35.00

Refunds

The Humble Bee issues refunds on a case-by-case basis, which will be determined by the school's personnel and the given circumstances. Parents and/or guardians are financially responsible for tuition through the end of the month of which their child has attended, regardless of the number of days present. Due to the difficulty in replacing students at the end of the school year, no tuition will be refunded for students withdrawing on or after March 1st and parents are responsible for tuition for the remainder of the year.

Withdrawal

Written notice must be provided to The Humble Bee at least 30 days prior to withdrawal. If a child is withdrawn, there will be no refund after monthly tuition has been paid. The registration fee and security deposit are not refundable. If written notification is less than 30 days, the family is responsible for the following month's tuition.

On occasion, a program is not an optimal fit for a child or family. The Humble Bee will make every effort to work collaboratively with families to resolve any challenges that may arise. If, after all reasonable efforts are exhausted, a problem cannot be resolved, The Humble Bee reserves the right to dismiss a child from the program. All students beginning school experience a 30-day probationary period.

Attendance

Regular attendance is vital to the success of your child. It is essential for your child to learn the importance of attending school. Please notify The Humble Bee as far in advance as possible if your child will be absent for any reason.

School Calendar

The Humble Bee is open September through June and our hours are Monday through Thursday, 9:00 AM – 1:00 PM. The Humble Bee will follow a calendar similar to that of our local Vancouver School District. Keep in mind the following days on our calendar:

September: First Day of School
November: Veteran's Day
November: Thanksgiving Break
December: Winter Break
January: MLK, Jr. Day

February: President's Day
April: Spring Break
May: Memorial Day
June: Last Day of School & Graduation

Emergency Closures

School closing and delays are made to assure the safety of our children. You must make your own judgment about driving in hazardous weather situations. If bad weather begins and you wish to pick your child up early, please feel free to do so. The Humble Bee follows the Vancouver School District's schedule, with a few exceptions. The decision to close because of snow or other emergency is in accordance with the Vancouver School District. In the event of snow or other emergency, please note the following:

- If Vancouver Public Schools are Closed due to snow or other emergency, The Humble Bee will be closed for the day.
- If Vancouver Public Schools are on Late-Start due to snow or other emergency, The Humble Bee may or may not be closed for the day, given the conditions.
- If Vancouver Public Schools Close Early due to snow or other emergency, The Humble Bee will also close early. Parents will be given a window of one hour to pick up their child after schools close before a late fee is incurred.

The Humble Bee reserves the right to close regardless of VPS's decision, as local power outages, snow removal, or other circumstances may affect our ability to operate during inclement weather. An effort will be made to contact all parents through the parent directly, though parents are also responsible for staying informed as to the current conditions and local school closures.

On rare occasions, and with no liability to the preschool or its staff, we may have to close for other unforeseen reasons, such as illness or family emergency. If this occurs, we will attempt to give 24-hour notice.

Arrival & Departure

While The Humble Bee is flexible in many matters, prompt arrival and departure are of supreme importance. Class will begin and end on time each day. Out of courtesy for the teacher's time, promptness is a must. Please do not arrive prior to or late to your designated drop-off and pick-up times. If an emergency arises, please call. Individuals will be charged \$1.00 for every minute they are late to pick up their child. Additionally, please do not knock or ring the doorbell if class is in session, as it is a disruption to our learning.

As parking is limited, we ask that you drop-off and pick-up your child in a timely fashion. When dropping your child off, please deliver your child to the custody of the teacher, as well as make sure that the teacher acknowledges that you have picked up your child. Sign-in and sign-out are mandatory.

At the time of enrollment, you will be given a release authorization form to complete. Include the names of all those authorized to pick up your child. This should include parents and other significant adults that you designate. We will request picture identification and the Code Word provided in your registration packet to confirm pre-authorized adults. Out of concern for your child's safety, children will not be released to unauthorized individuals.

Potty Policy

Upon entering school at The Humble Bee, your child must be independent in taking care of all of their bathroom needs. Keeping our classrooms clean is critical, as frequent toileting accidents by children creates problems with both hygiene and supervision of the group. The following are basic, non-negotiable policies related to toilet-training that we must live by in order to maintain a clean and healthy environment for our students.

Specifically stated:

- Children must wear traditional underwear to school, not pull-ups or other absorbent undergarments.
- Children must be able to independently recognize the need to use the toilet and get to the toilet in a timely manner without having "potty accidents."
- Children must be able to get on and off the toilet without assistance from an adult.
- Children must be able to use the toilet provided without the help of a potty chair or training seat.
- Children must be able to pull pants up and down on their own.

- If a child has a "potty accident" at school, a parent or guardian will be notified and the child will be sent home.

Behavior & Discipline

Having spent more than twelve years in the field of education, there are several things that I have come to know about child behavior and discipline. To begin, as a public school teacher, it was rare that I had an issue with behavior, therefore it was just as rare that I ever had to provide discipline. I can attribute this to the relationships that I built with my students. It is my firm belief that relationship-building, high expectations, patience and understanding are of supreme importance when it comes to eliciting positive behaviors from kids. If negative behavior becomes a common thread, I will work with parents and/or guardians to come to a resolution that works for all parties. In regards to management and discipline, I utilize the positive reinforcement and non-verbal strategies of ENVoY and Love & Logic.

Rules in my classroom are few. I believe that as all children are different, and all actions and reactions vary in nature, effective discipline involves a few overriding tenets rather than a long list of specific rules. Situations are dealt with as they arise, with the focus on enabling the child to grow and learn from his or her actions.

Guidelines for Student Behavior

1. You may engage in any behavior that does not create a problem for you or anyone else in the world.
2. If you find yourself with a problem, you may solve it by any means that does not cause a problem for anyone else in the world.
3. You may engage in any behavior that does not jeopardize the safety or learning of yourself or others. Unkind words and actions will not be tolerated.

In ensuring that the above guidelines are adhered to, I will operate with the following principles as my guide:

1. I will react without anger or haste to problem situations.
2. I will provide consequences that are not punitive, but that allow the child to experience the results of a poor choice, enabling him or her to make better choices in the future.
3. I will proceed in all situations with the best interest of the child whose—foremost in my mind—academic, social, and emotional well-being will be fostered.
4. I will guide students toward personal responsibility and the decision-making skills they will need to function in the real world.

5. I will arrange consequences for problem situations in such a way that the child will not be humiliated or demeaned.
6. Equal is not always fair. Consequences will be designed to fit the problems of individual students, and they may be different even when problems appear to be the same.
7. I will make every effort to ensure that, in each situation, the students involved understand why they are involved in consequences.
8. If I at any time act or react in a way that a child truly feels is unjust, that student need only say to me, "I'm not sure that's fair." I will arrange a private conference during which the student can express to me why he or she feels my actions were not fair. This may or may not change my course of action. I am always open to calm, rational discussion of any matter.

Communication

Communication between parents and staff play an important role in the smooth running of The Humble Bee. If at any time you would like to schedule a conference, please contact The Humble Bee to schedule an appointment. The following is a list of ways we encourage communication:

- ❖ Parent Meetings
 - Please attend any parent meetings that are held throughout the year.
- ❖ Student Cubby and Binder
 - Important communications concerning school activities can be found in your student's cubby and/or Binder. It is important that you check it often.
- ❖ Newsletter
 - I will send out a newsletters with important information regarding class activities, field trips, etc. It is imperative that you read each newsletter so that you are in the loop!
- ❖ Bloomz
 - Bloomz is a communication tool that allows The Humble Bee, as well as fellow parents, to remind, share, message and coordinate events through phone and email. It is required that you create an account at the beginning of the school year.
- ❖ E-mail
 - Please provide your email address on your registration form. Your email is important for receiving any special announcements. If you would like to receive email at a second address, please note that on your paperwork. You can reach the Director of The Humble Bee at the following email address: humblebeeprek@gmail.com.

❖ Website

- The Humble Bee website can be found at: <http://www.humblebeeprek.com>
 - Our website offers a wealth of information including our handbook, upcoming activities, etc. This website will be updated with pertinent information as needed.

❖ Phone

- The Humble Bee phone contact is: (360) 907-4894.

Dress & Attire

Please remember to label all items that your child brings to school (lunch box, back pack, coat, sweater, hat, mittens, boots, etc.). In regards to dress, your child should be dressed for active and participatory play. The Humble Bee does not want a child's creativity hampered because he/she is wearing clothing that should not get dirty.

Your child should wear sturdy, protective shoes (no sandals or Crocs®), which will enable him/her to run, climb, and play with ease. Students go outside every day, so please dress your child appropriately. In the winter, a hat, coat, and mittens are needed every day. Each child should have at least one change of clothes in their bag in case of emergency.

Field Trips

Our field trips are wonderful opportunities intended to extend learning beyond our classroom. Parents and guardians are responsible for transporting their child to and from field trips, as well as for providing supervision for their child during these outings. If you are unable to provide transportation for your child to and from a field trip, you may authorize another individual or parent in writing to escort your child. Under no circumstance may an employee of The Humble Bee transport your child. Walking field trips may not require parent supervision.

Parent Volunteers

Parents are encouraged to sign up to volunteer in the classroom when needed. If you are interested in volunteering on a more regular basis, please contact the Director, as volunteers are always appreciated.

Organic Snacks

At The Humble Bee, we believe that it is important for children to learn healthy habits as early on as possible. We strive to serve our children food that is unprocessed, free of colorants, food additives, trans- fats, hormones and modified ingredients and serve organic snacks whenever we can. Please make us aware of any food allergies that your child may have.

Health & Safety

Illness

We ask for your cooperation in stopping the spread of contagious illnesses by keeping watch for the following symptoms:

1. Fever of 100 degrees or above axillary (under the arm) AND one or more of the following: headache, earache, sore throat, rash, signs of irritability or confusion, fatigue that prevents participation in daily activities.
2. Vomiting on 2 or more occasions within the past 24 hours.
3. Diarrhea, 3 or more watery stools within a 24 hour period, or any bloody stool.
4. Rash, especially with fever or itching.
5. Eye discharge or conjunctivitis (pinkeye) until clear or until 24 hours of antibiotic treatment has passed.
6. Open or oozing sores, unless properly covered and 24 hours has passed since starting antibiotic treatment (if necessary).
7. Lice or scabies - For head lice, children and staff may return to the Center after treatment and no nits remain. For scabies, return is permitted after proper treatment.
8. Fatigue that prevents participation in regular daily activities.

Following an illness or injury, children may return to school when they no longer exhibit the above symptoms and are no longer experiencing significant discomfort. If a child becomes sick at school, the parent will be notified. The child will be isolated and the parent

is expected to have the child picked up within an hour. Children who are not well enough to participate in scheduled indoor and outdoor activities should remain at home.

Medications

All medications, prescription or other, including sunscreen, should be administered by a parent or guardian before attending school. The Humble Bee's staff will not administer medications, oral or topical, unless determined necessary on a case-by-case basis with written instructions and permission.

Individual Care

If written on the application for your child they have an allergy or certain medical diagnosis (i.e. asthma, epi-pen, diabetes, seizures) it is vital to ensure proper care is given. Appropriate paperwork and treatment must be provided to The Humble Bee.

Child Abuse Reporting

The Humble Bee is committed to protecting each and every child, and understands that any abuse, neglect, or exploitation of any child is to be reported. If it suspected that a child is being physically, mentally, or emotionally abused, we will report this to the authorities. If, for any reason, we feel that a child is in immediate danger, a report will be made to local law enforcement.

Weapons

It is a violation of The Humble Bee's policies for any person to carry a firearm or dangerous weapon onto the school's premises. This policy does not apply to persons engaged in law enforcement or security activities. The Humble Bee shall notify the appropriate law enforcement agency of known or suspected violations.

Disaster Preparedness

The Humble Bee has a disaster plan in place, which includes procedures for handling medical, dental, fire, earthquake, emergency lockdowns, and other emergency situations. Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations. Should we experience a natural disaster during school hours, your children will be cared for at the school until they are picked up. Your patience, cooperation and assistance is requested during any emergency.

Health Emergency

Staff at The Humble Bee is trained in First-Aid and CPR; however, should an accident occur that requires more than first aid, every attempt will be made to contact you and your family physician.

Our Health Emergency Waiver must be signed by parents and/or guardians each year. This form allows the child to be treated by a doctor in case parents are not present. Due to liability reasons, the school staff will not transport a child to the hospital. In these situations, the school will call an ambulance.