



# **Bee Happy BUSY BEE Policies and Procedures**

## **Bee-Happy Day Program**

is where adults with intellectual and cognitive disabilities are empowered to reach their full potential through hands-on activities that challenge them.

## **Our Mission and Vision Statement**

Our vision is to assist families who have amazing people with developmental disabilities with support at all stages of life. We want to provide hope and be the arms of Jesus and assist them all to reach their personal potential through many different avenues.

## **Products and Services**

**Bee Happy** will offer a variety of services.

- Daily Living Skills
- Exercise Program
- Social skills
- Arts and Crafts
- Gardening
- Field Trips
- Teamwork Skills
- Achieving Personal Goals (Personal Centered Planning)

## ENROLLMENT

Enrollment at Bee Happy Day Program is open to any special needs adult eighteen plus. Enrollment shall be granted without regard to race, color, creed, religion, national origin, and gender. Initial enrollment is contingent upon receipt of the completed enrollment application, signed Bee Happy Handbook receipt and fee arrangements. The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration. Bee Happy Day Program reserves the right to dismiss any individual at any time with or without cause. Continued enrollment at Bee Happy Day Program is contingent upon the guardian and Busy Bee's adherence to the policies and procedures of Bee Happy Day Program as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. The Guardians are required to notify Bee Happy Day Program immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the Busy Bee being dis-enrolled from the program. Enrolled spots will not be held for Busy Bees if someone is withdrawn and decides to enroll again, they will go on the waitlist.

### Hours, Days, and Months of Operation

Bee Happy Day Program is open year-round from 9:00am-3:00pm, Tuesday through Friday, except for specified days listed on the yearly calendar. Additional fees may apply (\$10 per month small group outing, field trip cost, party cost if not covered by BH)

## TUITION

All legal guardians are required to sign an Enrollment Agreement prior to enrollment of their Busy Bee at Bee Happy Day Program. Guardians are required to indicate to whom all billing information and correspondence are to be addressed. There is no tuition credit or refund given for vacations or illness. Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment in the Bee Happy Day Program; however, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment are approved, the Director will notify you. BEE-HAPPY DAY PROGRAM requires that all payments (weekly tuition) be made in full the **month prior** to attendance. The invoices will be sent out between the 15<sup>th</sup> and the 22<sup>nd</sup> of each month and will be due on or before the first business day of the month. If you are absent no refund is made for payment due to planning purposes. Non-payment of any invoiced fees may result in *automatic withdrawal* and *denial* to the program. All Private Pay fees will be assessed based on income. All participants who are on the sliding scale will be reviewed annually in May of each year. To be considered for sliding scale, you must provide the most recently completed tax return(s) for the entire household and 2 months of pay stubs for everyone living in the house. If the individual is living on their own, then you must provide a tac statement from social security office and 2 months of utility bills in their name prior to sliding scale considerations. Failure to provide the documentation will result in a placement in Tier 5.

***If you are paying via a provider if your Busy Bee misses a scheduled day you will need to private pay the day missed \$35 per day.***

### LATE PAYMENTS

A \$35.00 late fee will be charged for any tuition that is paid after due date listed on the invoice. A \$35.00 processing fee will be charged for any returned payments.

## **SCHOLARSHIP PROGRAM**

Bee Happy Day Program offers a scholarship program to families who meet our qualification guidelines. See Sliding Scale Payment document to apply please contact the Director.

## **VOLUNTEER HOURS**

Bee Happy has implemented required volunteer hours starting the end of 2023 to assist the program including those who are provider pay. Each quarter every Busy Bee family must sign up for at least 2 time slots to volunteer per quarter or pay a buy fee of \$120.00 per quarter (\$480.00 annual). *Exception for those who volunteer at least one day a week for every week in each quarter.* **Failure to comply can result in dismissal of the Busy bee from the program.**

## **CONFIDENTIALITY**

Within Bee Happy Day Program, confidential and sensitive information will only be shared with employees of Bee Happy Day Program, your Busy Bee's physician(s), therapist(s), and/or student interns who have a "need to know" to care for your Busy Bee most appropriately and safely. Confidential and sensitive information about faculty, other parents and/or Busy Bee's will not be shared with anyone. Bee Happy Day Program strives to protect everyone's right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Bee Happy Day Program. Employees of Bee Happy Day Program are strictly prohibited from discussing anything about another Busy Bee with you. Guardians are NOT allowed to discuss any Busy Bee or employee through private email, social media, or group forums. This type of conversation will NOT be tolerated and could result in the family's dismissal from Bee Happy Day Program. Our confidentiality policy protects every Busy Bee's and employee's privacy. If a guardian has a concern regarding another Busy Bee or employee, they should contact a director directly to discuss those concerns.

## **CODE OF CONDUCT**

Bee Happy Day Program always requires the guardian and the Busy Bee's to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Bee Happy Day Program is to provide the most appropriate environment in which a Busy Bees can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of Bee Happy Day Program but is the responsibility of every guardian or adult who enters the center. Everyone is required to behave in a manner that fosters this ideal environment. Those who do not comply may be asked to not return to the program.

### **Swearing/Cursing**

No guardian, staff or Busy Bee is permitted to curse or use other inappropriate language on program property at any time, whether in the presence of a Busy Bee or not. Such language is considered offensive by many people and will not be tolerated. If a person feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff or a Busy Bee.

### **SMOKING**

No guardian, staff or Busy Bee is permitted to smoke onsite or on field trips.

## **BEHAVIORS**

### **Confrontational Interactions with Employees, other Parents or Associates**

It is understood that guardians or Busy Bees may not always agree with the staff of Bee Happy, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are prohibited.

### **Policy for Handling Concerns**

If a guardian or Busy Bee has a concern, he/she should first discuss it with the lead staff member on site. If the lead staff member and Busy Bee or guardian cannot resolve the concern together and to the satisfaction of both, the matter should be brought to the attention of the Director. A three-way conference may be arranged at this time. If a resolution is not reached, the matter will then be brought to the attention of the Executive Director and/or the Board of Directors for their consideration.

## **DISMISSAL**

Every effort will be made to resolve differences. However, circumstances that can result in Busy Bee dismissal from the program include, but are not limited to:

Behavior aspects of a Busy Bee:

- Any Busy Bee who is not yet ready for the group experience or whose needs cannot be met in a group setting (i.e.-cannot have a good relationship with other Busy Bee's), unable to follow rules and staff instructions),
- A Busy Bee who continually places the safety of him/herself, other Busy Bee's, or staff members at risk.
- A Busy Bee with behavior problems so severe that they cannot be accommodated within the scope of the regular program and regular staff
- Guardian or Busy Bee Parental disregard for Center policy:
- Tuition is overdue and there is not a written plan for payment of back tuition,
- Consistent disregard for the hours of operation
- Failure to treat the Busy Bee staff and Busy Bee's with respect.

The Bee Happy Day Program reserves the right to dismiss any Busy Bee at any time if the Executive Director deems it necessary. Although families can be dismissed immediately, when possible, the program endeavors to follow the procedure below:

- Guardians will be notified of the issue by staff as soon as possible.
- Guardians or staff will set up a conference for discussion of problems within 48 hours.
- If significant improvement is not observed, guardians will be asked to seek outside assistance to aid in a solution. Any past due balances must be paid at the time of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the Busy Bee's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the agency's legal

counsel for collection. The Board will not overturn the decision of the Executive Director unless it is shown that she/he has acted in a biased or unprofessional manner during the dismissal process.

Bee Happy will request assistance from local police should any Busy Bee or guardian become disruptive and unsafe to the other staff or Busy Bees onsite. Following a dismissal, any guardian or Busy Bee who harasses, threatens or in any manner causes harm to anyone affiliated with Bee Happy by calling, writing, or any other means, will be fully prosecuted by the law, by Bee Happy Programs.

### **WITHDRAWAL**

One month's written notice via the Withdrawal Notice Form, at the end of a month, is required when withdrawing a Busy Bee for any reason.

### **ARRIVAL PROCEDURES**

Bee Happy Day Program opens at 9am. There is a 10-minute grace period on arrival and departure. If the Busy Bee arrives prior to 8:50 am there is a \$10 cash charge paid upon early arrival at Bee Happy Day Program. The guardian dropping the Busy Bee off must walk the Busy Bee into Bee Happy Day Program. If the guardian is not able to sign them in, they need to call or text a staff member and let them know of the Busy Bee's arrival into the building and make sure a staff member is at the door watching the Busy Bee arrive into the center from the guardians signature. Busy Bees are required by law to be always supervised while with the Bee Happy Day Program.

Notification of Absence guardians are encouraged to inform by 8:30am if a Busy Bee will not be attending or will arrive late on a scheduled day.

The Busy Bee Day Program reserves the right to refuse admission to any Busy Bee at any time with or without cause.

### **Reasons for the refusal of admission include but are not limited to:**

1. Lack of staff to maintain appropriate Staff to Busy Bee Ratios as determined by State Licensing Regulations.
2. The Busy Bee has a temperature, diarrhea or nausea. Staff deems the Busy Bee too ill to attend.

### **PICK-UP PROCEDURES**

Guardians or authorized adults are required to sign out their Busy Bee out of care on the sign out sheet. If you are unable to come into the facility to sign the Busy Bee out, then you must message the Director or any other staff to say you are parked and we walk the Busy Bee to your vehicle. Once a guardian or authorized adult signs their Busy Bee out, the parent is then solely responsible for supervising their Busy Bee while on the Bee Happy premises.

### ***Late Pick-Up***

Please be considerate of our staff by picking up your Busy Bee by the appropriate time, 3:00 pm. You will be charged \$10.00 if you arrive past 3:10pm per Busy Bee for the first minute for late pick-up. You will be charged \$2.00 for every 5-minute increment after 3:10 pm. **This fee will be paid at pick up in cash (we will not invoice this cost).** It is the guardian's responsibility to ensure that someone (either a guardian or emergency pick-up person) is available to pick up the Busy Bee on time.

**Pandemic Emergency Response**

In the event of a pandemic, The Busy Bee Development Center will follow guidelines and directions implemented by the Centers for Disease Control and Prevention, Federal and Local Governments, and the Texas Health and Human Services Commission. To ensure the safety of Busy Bees, families, and staff, the program will monitor the situation and consider the guidance and suggestions from the authorities on the situation.

Decisions made by the program will consider the safety of Busy Bees, families, and staff. Decisions may include: • Closure of the center • Length of closure to be determined by the Executive Director, The Board of Directors, The Centers for Disease Control and Prevention.

The Bee Happy Program at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, families will be notified. Any such action shall apply to existing as well as to future families.

**DISCIPLINE AND GUIDANCE**

Discipline at The Busy Bee Development Center shall:

- Be individualized and consistent for each Busy Bee.
- Be appropriate to the Busy Bee's level of understanding.
- Be directed toward teaching the Busy Bee acceptable behavior and self-control. Positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction shall be used, including:
  - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
  - Reminding a Busy Bee of behavior expectations daily by using clear, positive statements. • Redirecting behavior using positive statements.
  - Using brief supervised separation from the group, when appropriate for the Busy Bee's age and development, which is limited to no more than one minute per year of the age of the Busy Bee. There will be no harsh, cruel, or unusual treatment of any Busy Bee. The following types of discipline and guidance are prohibited:
    - Humiliating, ridiculing, rejecting, or yelling at a Busy Bee.
    - Subjecting a Busy Bee to harsh, abusive, or profane language.
    - Subjecting Busy Bee to psychological abuse or using coercion.
    - Placing a Busy Bee in a locked or dark room, bathroom, or closet with the door closed.
    - Requiring a Busy Bee to remain silent or inactive for inappropriately long periods for the Busy Bee's age

**DRESS CODE**

Busy Bee Clothing: Busy Bees are engaged in various activities during the day; some of these activities can be messy, and/or athletic in nature. Additionally, Busy Bee is engaged in outdoor activities weather permitting. Due to these activities, Busy Bees are required to be dressed in seasonably appropriate, comfortable clothing. If your Busy Bee is prone to bathroom incidents it is required, you keep a clothing change at the program and replace it when used. If a Busy Bee wears a dress, they must wear shorts underneath. If a Busy Bee has baggie pants or shorts, they must make sure they have a belt to hold their pants and are wearing underwear.

**Communicable Diseases**

Families/ Caregivers are required to pick up an ill Busy Bee within 45 minutes of notification by phone. If a parent is reached but cannot pick their Busy Bee up within 45 minutes, it becomes the parent/ caregiver's responsibility to arrange for an alternate pick. Busy Bee will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. If your Busy Bee has a fever, vomiting or diarrhea they are not to return until those conditions are non-existent.

Medical Emergencies In case of critical illness or injury during program hours, appropriate first aid or CPR will be given immediately, and the appropriate emergency personnel will be contacted. Parents will also be notified immediately.

**Incident/Accident Reports**

Should your Busy Bee be involved in an incident/accident during the day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in the Busy Bee's folder. If you wish to have an in-depth discussion or meeting with staff regarding an Incident/Accident Report, we ask that you schedule a specific time. The Busy Bee Day Program at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

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**Complaint Instructions**

To submit a complaint online, please visit the link (<https://txhhs.force.com/complaint>). We highly recommend anyone submitting the complaints online to bookmark this page for future use.

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Call **800-458-9858** to report suspected abuse or neglect of people who are older or who have disabilities. You can call this number to report abuse that occurs in:

- Nursing homes
- Assisted living facilities
- Day activity and health services

You can also report care concerns about home health and hospice agencies and intermediate care facilities.

Agents answer calls Monday through Friday from 7 a.m. – 7 p.m. If you call outside those hours, leave a message; an employee will call you back by the next workday

### Health and Human Services

Calling toll-free 1-877-787-8999.

People who have hearing or speech impairments can call any HHSC office by using the toll-free Texas Relay service at 1-800-735-2989.

**POLICY CHANGES** The Busy Bee Development Center reserves the right, at its sole discretion, to change any policies through written communication with families. The CDC utilizes e-mail as the prime form of communication. It is the parent's/ caretaker's responsibility to ensure we always have an up-to-date e-mail and phone number on file.

### Pandemic Operation Guidelines

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- Limit nonessential visitors (for example, volunteers, family members).
- Screen each person entering the facility for temperature and signs of illness.
- Ensure all persons entering the facility adhere to the same safety protocols as the staff and participants.
- Wipe down all surfaces with disinfectant hourly.
- Keep a daily entry log with contact information for all staff and participants. This can help should contact tracing be needed for potential exposures.
- Educate staff and participants about when they should stay home and when they can safely return.
- Staff and participants should stay home and follow CDC recommendations if they have tested positive for or have symptoms of COVID-19.
- Staff and participants who have recently had close contact (less than 6 feet for a cumulative total of 15 minutes or more over a period of 24 hours, or direct physical contact) with a person with COVID-19 should also stay home, monitor their health, and get tested for COVID-19. Staff and participants should quarantine upon their return in case of exposure to COVID-19 during travel. If staff and participants are unsure whether they should stay home, they or their caregiver can use the coronavirus self-checker to help them decide.
  
- Have symptoms of COVID-19, including:
  - Fever of 100.4° F (38.0° C) or higher or report feeling feverish
  - Presence of signs of illness, which could include flushed cheeks, sweating inappropriately for ambient temperature, or difficulty with ordinary tasks.
  - Are undergoing evaluation for COVID-19 (such as pending viral test)



- Have been diagnosed with COVID-19 in the prior 10 days
- Have had close contact to someone with COVID-19 during the prior 14 days
- Provide education on COVID-19 related symptoms and reminders to notify center staff if anyone is feeling symptoms of COVID-19. This is critical to provide timely assistance.
- Staff should wear a mask when in the presence of others. Masks protect the wearer, as well as those around them. Masks work best when everyone wears one.
- Masks should cover your nose and mouth, fit snugly, and have multiple layers.
- Wearing masks may be difficult for people with sensory, cognitive, or behavioral issues, people with some disabilities, or people with dementia. Staff members should pay close attention and provide necessary support to participants who have trouble remembering to put on a mask, keeping it on, and removing it when needed.
- Masks should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- Masks should not be worn by a person with a disability who cannot wear a mask or cannot safely wear a mask.
- Staff and participants should wash hands often with soap and water for at least 20 seconds, especially after you have been in a public place or common area or after blowing your nose, coughing, or sneezing.
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

### **Diversity, Equity & Inclusion Policy**

Bee-Happy Program values all qualities that make up who an individual is. We know that each person brings a unique perspective and experience to our vision.

Every volunteer, employee, client and community member that is involved with Bee-Happy Program has equal access to taking part in our vision.

Bee-Happy Program commits to strive for diversity, equity and inclusion on behalf of every person involved.

### **Abuse and Neglect Policy and Procedures**

#### **Definitions**

**Alleged Violation:** A situation or occurrence that is observed or reported by staff, anyone, relative, visitor or others but has not yet been investigated and, if verified, could be noncompliance with the Federal requirements related to mistreatment, exploitation, neglect, or abuse and including injuries of unknown source.

**Abuse:** Abuse is the willful infliction of injury, unreasonable confinement, intimidation, or punishment with resulting physical harm, pain, or mental anguish. Abuse also includes the deprivation by an individual of goods or services that are necessary to attain or maintain physical, mental, and psychosocial well-being. Instances of abuse, irrespective of any mental or physical condition, cause physical harm, pain, or mental anguish. It includes verbal abuse, sexual abuse, physical abuse, and mental abuse including abuse facilitated or enabled using technology. Willful, as used in this definition of abuse, means the individual must have acted deliberately, not that the individual must have intended to inflict injury or harm.

**Mental Abuse/Verbal Abuse:** Mental abuse is the use of verbal or nonverbal conduct which causes or has the potential to cause anyone to experience humiliation, intimidation, fear, shame, agitation, or degradation. Verbal abuse may be a type of mental abuse. Verbal abuse includes the use of oral, written, or gesture communication, or sounds, within hearing distance, regardless of age, ability to comprehend, or disability. Examples of mental and verbal abuse include, but are not limited to, Harassing, mocking, insulting, ridiculing, yelling, threatening or hovering over anyone, with the intent to intimidate. Depriving anyone of care or withholding from contact with family and friends. Isolating anyone from social interaction or activities.

**Mental Abuse/Social Media Abuse:** Mental abuse includes abuse that is facilitated or enabled using technology, such as smartphones and other personal electronic devices. This would include keeping and/or distributing degrading or humiliating photographs and recordings through social media or multimedia messaging. If a photograph or recording of anyone, or the manner that it is used, demeans, or humiliates anyone(s), regardless of whether they provided consent and regardless of cognitive status. This would include, but is not limited to, photographs and recordings that contain nudity, sexual and intimate relations, bathing, showering, using the bathroom, providing perineal care such as after an incontinence episode, agitating a anyone to solicit a response, derogatory statements directed to the anyone, showing a body part such as breasts or buttocks without the face, labeling pictures and/or providing comments in a demeaning manner, directing to use inappropriate language, and showing anyone in a compromised position. Depending on what was photographed or recorded, physical and/or sexual abuse may also be identified.

**Physical Abuse:** Physical abuse includes, but is not limited to, hitting, slapping, punching, biting, and kicking.

**Corporal Punishment:** Physical punishment used to correct or control behavior. Corporal punishment includes, but is not limited to, pinching, spanking, slapping of hands, flicking, or hitting an object.

**Sexual Abuse:** Non-consensual sexual contact of any type with a anyone

**Neglect:** The failure of the facility, its employees or service providers to provide goods and services to anyone that are necessary to avoid physical harm, pain, mental anguish, or emotional distress.

**Exploitation:** Taking advantage of anyone for personal gain using manipulation, intimidation, threats, or coercion.

**Misappropriation of Anyone's Property:** The deliberate misplacement, exploitation, or wrongful, temporary, or permanent use of anyone's belongings or money without anyone's consent.

**Mistreatment:** Inappropriate treatment or exploitation of anyone.

**Physical Restraint:** Any manual method, physical or mechanical device, equipment, or material.

**Injuries of Unknown Source:** An injury should be classified as an “injury of unknown source” when both of the following criteria are met:

- The source of the injury was not observed by any person, or the source of the injury could not be explained by anyone; and
- The injury is suspicious because of the extent of the injury or the location of the injury (e.g., the injury is in an area not vulnerable to trauma), or the number of injuries observed at one point in time or the incidence of injuries over time.

### **Community Engagement Plan**

Community engagement is a priority for Bee Happy. It is our mission and vision to make sure our Busy Bees are out and about in the local community serving, working and experiencing life together.

#### **Off-site individualized skills and socialization**

- Our Busy Bees volunteer at local churches, libraries and food pantries
- Our Busy Bees are part of a local community club that promotes serving the community.

#### **Working with provider for Individual Program Plans**

Bee Happy notes our onsite and offsite activities with each provider in detail. We also provide a monthly calendar.

### **Emergency Training**

Must have the following training, documentation and processes:

- Fire, severe weather or emergency drill at least once every 90 days at expected and unexpected times and under varying conditions
- Relocate, during the fire drill, to a predetermined location where participants must remain until a recall or dismissal signal is given.
- Complete the HHSC Fire Drill Report [Form 4719](#) for each required fire drill

### **Resource Management**

Plans must contain a section for resource management that ensures the individuals have appropriate access to resources during an emergency.

Resources and supplies are based on the needs of the individuals. These resources and supplies may or may not include:

- Medications, records, food, water, equipment, and supplies
- Identifying staff who are assigned to locate and ensure the transportation of items.
- Ensuring medications are secure and stored at the proper temperatures during an emergency.

**Evacuation**

On-site services, then you must post building evacuation routes prominently throughout the location.

The evacuation plan must include specific information about where the individuals are being evacuated too and who will be responsible during the evacuation.

**The Following Evacuation Procedures are Required:**

- Pre-arranged location to evacuate.
- Staff accompany evacuating individuals as appropriate.
- Process to ensure no persons are present in the building after evacuation.
- Individuals and staff are accounted for after they have been evacuated, including those who are absent.
- EMC is notified regarding evacuation and is contacted, if required to find out if it is safe to return.
- Safety procedures to re-enter and occupy the building after an evacuation.
- Notification of HHSC by telephone, at 1-800-458-9858, within 24 hours after an evacuation
- Notification of the HHSC Regulatory Services regional office within 48 hours of evacuation and return

**CENTER INFORMATION**

Executive Director Shelley Brookins 972-467-5672

Administrative Assistant Melissa Madsen 469-583-0362

Board of Directors Jana Syvrud, Venetia Doster, Julie McDougal and Chad Brookins Website  
[www.Beehappydayhab.org](http://www.Beehappydayhab.org)

**ADDENDUM 092423**

30-day notice must be provided to Manager or Director of Bee Happy that the Busy Bee will be leaving the program. If you do not provide a 30-day notice, then you will be responsible for the daily rate for any day that Bee Happy is open for those 30 days. If you want to re-enroll this fee must be paid prior to getting it, put on the waitlist, and being provided with any service with Bee Happy.

**ADDENDUM 110423**

If client is provider pay and the provider has not made a payment in 90 days then the client will be discontinued service with Bee Happy Day Programs charging the provider until payment is made. The client may choose to private pay at the Tier 5 level until the provider makes a payment making the client 90 days and informs Bee Happy they are paying for the client again.

I have read, understand, and will comply with everything contained in the Bee Happy Day Program Policy and Procedure handbook.

**PRINTED NAME:** \_\_\_\_\_

**BUSY BEE NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

\_\_\_\_\_