



***Bullfrogs and Butterflies Preschool and full day
Kindergarten***

***Licensed Child Care Center
Parent Handbook***

WELCOME –

Bullfrogs and Butterflies is a community where children, staff, and parents are involved in creating a healthy, enriched learning atmosphere.

Please read this handbook carefully and discuss the contents with your child (ren). Our parent handbook is updated annually. Changes are made with care and thought for the needs and development of our children. We have outlined many of our guidelines and policies to help you and your child prepare for a smooth transition into our community for new families.

Many practical issues will be addressed in the following pages. Please refer to them when you have questions. We invite parents to feel free to call the center with questions.

There are a few key concepts we value to our success at Bullfrogs and Butterflies:

- Maintaining a reputable and untarnished reputation in the community.
- Quality care and maintaining child to teacher ratio and compliance with all childcare standards.
- Developing kinesthetic, visual, and auditory experiences. Children will learn in the classroom as well as out of the classroom. For example, planting, cooking, dance, music, computer, and Spanish; there are many other roles and responsibilities critical to developing a well-rounded child.
- Flexible hours of 7:00 AM to 6:00 PM - - September through June
- Flexible hours of 7:30 AM to 5:30 PM - - Summer camp sessions, July and August



WHAT ARE THE BELIEFS AND VALUES THAT GUIDE BULLFROGS AND BUTTERFLIES CHILD CARE CENTER?

Bullfrogs and Butterflies will create a warm, nurturing, and learning environment for your child, as well as create a foundation for success. We will provide an age-appropriate curriculum to fit the individual needs of each child, and to encourage each child to succeed in areas of critical development. Main areas of critical development will be social and emotional interaction skills, physical development, language, and cognitive development.

In an atmosphere of affection and mutual respect, each child is encouraged to learn and achieve his/her full potential. We believe that children who are challenged to set high but realistic standards for themselves, and are encouraged to take responsibility for their own actions and the well being of others, will become successful and responsible people.

Bullfrogs and Butterflies aim to offer safe and secure child care at all times. Close personal attention to each child is essential to providing a quality experience for all childcare; therefore, adequate personnel based on Virginia's Social Services classroom ratios, will be hired to ensure each child has the proper supervision while in our care.

The most important components of success are a close communication between home and school, small class sizes, and a fun, talented teaching staff. Our well trained, enthusiastic, and heartfelt staff makes themselves aware of individual children's needs. Bullfrogs and Butterflies strengths are based on the belief that a strong sense of self and a willingness to accept challenges are essential to the children's success.



WHAT DOES BULLFROGS AND BUTTERFLIES HOPE TO FOSTER?

THINKERS

They exercise initiative in applying thinking skills critically and creatively to make sound decisions.

COMMUNICATORS

They receive and express ideas and information confidently.

INQUIRERS

Their natural curiosity is nurtured and encouraged. They have acquired skills necessary to conduct purposeful, constructive inquiries. They actively enjoy learning and this love of learning will be sustained throughout their lives.

RISK-TAKERS

They approach unfamiliar situations without anxiety and have the confidence and independence (age appropriate) of spirit to explore new roles and ideas. They are courageous and articulate in defending those things in which they believe.

HONORABLE

They have sound understanding of the principles of moral reasoning. They have trust, honesty and a sense of fairness.

CARING

They show sensitivity towards the needs and feelings of others. They have a sense of personal faithfulness to help others in need.

OPEN-MINDED

They have the ability to go with the flow. They respect the views, and traditions of other individuals and cultures.

WELL-BALANCED

They understand the importance of family, learning and community balance and personal well-being.

SHARING

They understand the principle of sharing in a non-material capacity. The ability to share time, love, and positive thought.



WHAT IS OUR INTENTION?

- To prepare children for a successful transition to elementary school.
- To provide a learning environment, which is free of negative influences.
- To recognize the children's individuality and diversity of background and experience, and to develop the potential of each child.
- To address the intellectual, emotional, social, creative, physical, and moral needs of each child.
- To encourage curiosity and independence of thought and to develop the higher level of thinking abilities. This approach to learning will develop an approach to learning that will enhance the growth of the individual throughout life.
- To place the child's own experience at the heart of the learning process, to make this the basis of our own foundation for teaching whenever possible.
- To ensure learning is enjoyable and that children at Bullfrogs and Butterflies are provided with a stimulating and caring environment.
- To involve parents in the development of their children through regular communication and involvement in school activities.
- To keep abreast of current educational thinking and to ensure that our staff and teachers have a sound instructive base.



WHAT IS MY CHILD'S PROGRESS?

When you enroll your child (ren), we assume the responsibility of assisting you with individual concerns in relation to your child's transition, growth, and development. It takes a village to raise a child and we need each other. For your child to be happy and feel safe it is necessary for care providers and parents to maintain strong communication relations.

To facilitate communication between Bullfrogs and Butterflies and home, you are invited to:

- ***Use our open door policy*** and we encourage this communication between custodial parents and staff at Bullfrogs and Butterflies. We invite custodial parents to stop in at any time.
- ***Contact the school by phone*** if you have a question, concern, or suggestion relating to your child or any aspect of the program (757-563-2844). Feel free to leave a message for you child's teacher, which they will return when they have a few minutes available. You are welcome to contact the Director, Ginger Aragon, at any time.
- ***Make an appointment with your child's teacher and/or Director*** through the office if you wish to have a private talk about your child's progress.
- ***Attend parent/teacher conferences.*** Conferences will be scheduled in November and May. This is an opportunity to share transition strategies between classes and programs as well as your child's overall development plan as designed by the teachers and director.

MONTHLY ACTIVITY CALENDAR – CHILD'S FOLDER

- Be sure to check the monthly calendar near the front door. Check your child's folder each week for projects and other information. This folder can be found in the hallway outside of your child's classroom.



WHAT IS EXPECTED OF MY CHILD?

Teachers, students, and parents at Bullfrogs and Butterflies are expected to abide by the following rules. The center is aware of the shared responsibility with the home and helping our children learn to show understanding and compassion towards one another. These rules cover most areas of Bullfrogs and Butterflies and they will be firmly enforced. We are committed to fostering a caring environment among our children.

- 1. Respect our own and other persons' play and work areas.***
- 2. Never hurt anyone or anything intentionally.***
- 3. Follow classroom behavior rules.***
- 4. Remain on school property during school hours.***

ENFORCEMENT POLICY

At Bullfrogs and Butterflies we take pride in offering all children a safe and respectful environment. Therefore, we cannot tolerate any harassment or abusive or violent behavior from our students. In the event a child behaves in a violent or otherwise abusive way towards his/her peers, we will enforce consequences, which will be decided upon at the discretion of the director. Biting is considered an inappropriate behavior for any child over the age of two and will be addressed in a private, but immediate manner. These consequences may include letters to parents, a meeting with the child's parent(s), formal apologies, exclusion from certain activities, suspension, and in extreme cases, full suspension (termination) from the center. Although this would be a rare occurrence, it is vital that we stand behind fostering a safe and secure learning environment for our children and our staff.

The staff at Bullfrogs and Butterflies is engaged in an ongoing dialogue with students, parents, and above all each other, about how best to help children navigate the challenges of peer problems. This discussion is facilitated by regular group meetings, where social issues are discussed and addressed in the context of the classroom and on the playground.

If the children are involved in setting their own guidelines they will take more responsibility for their own actions. The task of assisting children with social problems on the playground or in the classroom can be complex. We want all children to feel we are there to assist them; we also want to encourage children to develop their own strategies for dealing with their problems. You will hear the staff tell the children, "use your words" to express their thoughts and try to work it out amongst themselves. If that doesn't work, the staff will step in to help resolve any issues. The privacy of families in the school will be maintained wherever appropriate, and the staff will intervene as little as possible. We see our role as active participants in the process of socialization for our students.



WHAT IS EXPECTED OF BULLFROGS AND BUTTERFLIES?

- There will never be physical punishment, striking, roughly handling or shaking a child, binding or tying or forcing a child to assume an uncomfortable position.
- There will never be enclosure in a small confined space or any space that a child cannot freely exit himself/herself; not to include safety equipment such as gates, fencing, etc.
- There will never be punishment by another child.
- There will never be separation from the group so that a child is away from the hearing and vision of staff.
- There will never be withholding or forcing of food or rest.
- There will never be verbal remarks demeaning in nature.
- There will never be punishment for toileting accidents.
- There will never be punishment by applying unpleasant or harmful substances.

WHAT DO I NEED TO KNOW ABOUT BULLFROGS AND BUTTERFLIES?

HOURS OF OPERATION

- Open Monday – Friday
- 7:00 AM – 6:00 PM -- September through June
- 7:30 AM – 5:30 PM -- Summer Camp Sessions – July and August – fully potty trained
- Ages 2 ½ through 6 years for preschool and kindergarten. Children may be in pull-ups, but not diapers. We will assist with the final stages of potty-training.

No child may arrive before **7:00AM** or stay later than **6:00PM** for our full day program and not before **8:30AM** or stay later than **3:00PM** for our preschool only program. There is a late pick-up fee of \$15.00 per 15 minutes or part of 15 minutes for children picked up after 6:00 PM or 3:00PM. This fee may be adjusted if parents are continuously late. **The hours of 7:30 AM and 5:30 PM are adjusted times during summer camp sessions.**

*****Please note that local authorities will be called if custodial parents or emergency contacts are not available during emergency situations or hours of operation have passed.***

SIGNING IN AND OUT PROCEDURES

All children must be signed in and out of the preschool every day. **A full signature, including first and last name, is required.** Your child should only be signed in when dropping off and out when picking up. We recognize the attendance of your child by the signature. If the child has been both signed in and out then it would appear that the child has gone home. In the event of an emergency, we take roll call by the attendance sign in and out forms.



The preschool sign in and enter the preschool, in the door.

out forms are located as you welcome area by the front

HOLIDAYS AND CLOSINGS

Bullfrogs and Butterflies will be closed on the following days:

New Year's Day, Martin Luther King Day, **President's Day**, Memorial Day, Independence Day, Labor Day, **Columbus Day**, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve through New Year's Day. Holidays may be adjusted with advance notice.

*****Full tuition is due for the weeks in which these holidays occur. There is a set monthly rate with no discount for holidays.***

ARRIVAL AT SCHOOL

You must always bring your child into the school and turn them over to a staff member. Never simply "drop" your child at the door. Always ensure your child is with an adult at all times, never left unattended, when meeting with teachers or other parents.

LATE ARRIVAL

Late arrivals must be called in prior to scheduled hours of operation for school hours (8:30-3:00).

FIELD TRIPS

Currently, Bullfrogs and Butterflies do not take field trips. All outside guest speakers will come to our school to reinforce our thematic units and lesson activities.

PICKING UP AT SCHOOL

Bullfrogs and Butterflies will never allow your child to leave the building with anyone not previously identified by you to us. If your child is to be picked up by someone other than yourself or a regularly assigned person, you must inform the school Director and your child's teacher in advance. This policy is for the protection of your child. Anyone authorized to pick up your child must be written on the registration form. If someone is picking up and they are not on the authorization list, the child will not be released to that individual. Exceptions will only be made in true emergencies when you have phoned the school and made a special arrangement during the day and it has been approved by the Director. ***A driver's license or military ID is the only proper identification and it is required from all authorized people identified by the custodial parents to pick up their children.***

TRANSPORTATION



Transportation
be offered by Bullfrogs and

(arrival/departure) will not
Butterflies.

SCHOOL CLOSINGS DUE TO BAD WEATHER

Bullfrogs and Butterflies will close or open late when Virginia Beach Public Schools are closed due to snow or extremely hazardous weather conditions such as freezing rain. If weather is Hazardous in the morning, be sure to call the school before you leave home to be absolutely certain that the staff has arrived at school.

If during the course of the day roads are expected to become extremely hazardous, or if Virginia Beach Public Schools close early due to weather, Bullfrogs and Butterflies will also be closing. We will make every attempt to reach you if an early closing is anticipated.

- Bullfrogs and Butterflies will always remain open until all children have been safely picked up.
- There are no deductions in tuition when the school must close due to inclement weather conditions.

ABSENCE FROM SCHOOL

Please call the school each time your child will be absent, even if it is only for the day. Per Social Services requirements, we need to take attendance on a daily basis (757-563-2844).

- If your child is absent from school due to illness or vacation, you must continue to pay his/her tuition.

WAITING LIST

If space is not currently available in the program of your choice, a completed registration form and a **non-refundable registration fee** will reserve the next available space for your child. This registration fee includes the supply fee. The current registration fee for both programs is \$125.00 and the supply fee is \$65.00 for preschool and \$150.00 for kindergarten.

WITHDRAWAL FROM BULLFROGS AND BUTTERFLIES

If it becomes necessary for you to withdraw your child from our program, we require that you give at least a 45 days notice. Written notification is required with, which must include your withdraw date. Should you not provide us a 45 days notice, there will be a full monthly tuition charge added to any outstanding charges on your school invoice. Exceptions will be made on a case-by-case situation.

BULLFROGS AND BUTTERFLIES TERMINATION POLICY



Bullfrogs and Butterflies childcare services at any time. Bullfrogs and Butterflies will provide adequate written communication of why the services have been terminated.

reserve the right to terminate time. Bullfrogs and written communication of why

ACCIDENTS

The welfare and safety of your child is of primary importance to us, and we make every effort to see that accidents do not occur. However, children are active and occasionally accidents do happen.

If your child has more than a minor bump or scrape, we will telephone you immediately and take appropriate actions. For minor bumps and scrapes a report will be filed by the teacher and put on the child's sign out sheet. You will need to sign the accident report and return it to the school office. We maintain a log of all incident reports.

It is the parent's responsibility to keep the emergency information (**Registration Form**) updated with the current address and home phone number, as well as the child's doctor's name, address, and phone number.

RETURNED CHECK FEE

There is a \$50.00 charge for any checks returned for insufficient funds (bounced checks). A new payment must be made immediately following a returned check. After the 2nd returned check, Bullfrogs and Butterflies may require another form of payment for future tuition.

CHILD ABUSE AND NEGLECT

If Bullfrogs and Butterflies Staff suspect that possible child abuse or neglect has occurred on any child, Bullfrogs and Butterflies will IMMEDIATELY contact the Police Department as well as Children's Protective Services.

- Childcare providers are required by Virginia state law and Social Services to report any suspected child abuse. A child and neglect form must be completed and submitted to the office and is part of the registration packet.

EMERGENCY CONTACT INFORMATION

Bullfrogs and Butterflies will contact parents should an emergency occur using the contact information on the registration form (mass email and/or phone). In the event that there should ever be an emergency/natural disaster, updates will be provided as soon as possible. Please do not call the school so our main line of communication does not get congested. Due to the location of Bullfrogs and Butterflies, and because we do not transport children, parents must pick up children in an emergency.



FACILITY EMERGENCY

PREPAREDNESS PLAN

Bullfrogs and Butterflies do have an emergency preparedness plan. A copy of the plan can be obtained from the office upon request. You may also view the plan on the parent bulletin board.

ENROLLING MY CHILD IN BULLFROGS AND BUTTERFLIES

PROOF OF IDENTITY AND PREVIOUS CHILD CARE OR SCHOOL ATTENDANCE

As of July 1, 1998, the Virginia Department of Social Services requires you to present proof of your child's identity and age to the school. Proof of the child's identity may include a certified copy of the child's birth certificate, notification of birth, or school record from a public school in Virginia. **A birth registration card is not considered a certified copy.**

In addition, you are also required to provide the school with information regarding previous child day care and schools attended by your child.

Proof of identify and previous childcare or school attendance information must be provided at the time of enrollment.

REGISTRATION – TUITION

1. Every student is required to pay a registration fee and supply fee during our annual registration to secure the child's spot for the upcoming year. The fees are non-refundable. Currently, open enrollment and registration for fall programs occur each February for enrolled students and summer camp enrollment and registration for all other customers occur in March.
2. All forms must be completed with addresses and phone numbers. You will need to present a birth certificate or other form of identity proof. Immunization forms and health information forms need to be filled out by the child's physician and returned to the school office prior to enrollment.
3. If your child is absent from school for any reason, including illness or vacation, you must continue to pay tuition to maintain his/her space.
4. All fees must be paid promptly as a condition of attendance. Tuition fees are payable monthly by check, money order or cash and are due on the 1st of each month. A late fee of \$25.00 will be incurred for any payments received after the 5th of the month. Each additional day after the 5th will incur another \$5.00 per day late fee. Bullfrogs and Butterflies reserve the right to adjust tuition at any time. No post-dated checks will be accepted except when approved by the administration staff.
5. If your account becomes more than two weeks overdue, your child will lose his/her space in the school and must reapply. If this occurs, another registration fee will be required along with new registration paperwork.



6. The academic year is curriculum, September will offer summer day camp You will be required to register for all summer camp separately. Currently, there are 10 (weeks) summer sessions.

based on a ten-month through June. The school during summer months.

YOUR CHILD’S HEALTH AT BULLFROGS AND BUTTERFLIES

Your child’s health is a matter of concern to all of us. Bullfrogs and Butterflies provide a healthy environment with opportunities for play and fresh air, as well as a well-balanced healthy diet. A complete, up-to-date record of immunization for each child must be available in the office for inspection by the Department of Health and the Department of Social Services.

SICK CHILDREN – DAILY HEALTH CHECKS

The teacher will greet your child each day he/she arrives at school and note whether he/she appears to be sick. You should keep your child home if he/she has:

1. Had a fever within the last 24 hours.
2. Constant coughs, wheezing, green nasal discharges, sneezing, vomiting, or diarrhea.
3. Symptoms of a communicable disease: sniffles, red eyes, headache, sore throat, abdominal pain, rash, or fever.

Please do not bring a child with a fever to school because we will have to ask you to take him/her home. Children with a fever of 100 degrees or higher many NOT come to school and will need to be picked up from school should they incur a fever during the school day.

If your child becomes ill during the day, we will call you to come pick him/her up. If you cannot arrange to do this, you must have another pre-designated adult who can come pick your child up. Your child needs to be picked up within one hour of you being notified.

If your child has been exposed to any contagious disease, you will be notified through an email Announcement. The incubation period of that condition will also be noted. If your child was diagnosed with a contagious disease, make sure you notify the school (i.e. Chicken Pox, Pink Eye, Impetigo etc.).

The common cold is considered contagious for three days. Impetigo and conjunctivitis are extremely contagious and should be treated by a physician immediately. Please allow a 24-hour recovery period for your child after he/she has had a fever, diarrhea, vomiting or other flu like symptoms. Do not bring your child to school during this time period.



MEDICATION – REQUIRED FORMS:

We recommend that whenever possible, you administer medications at home. **If your child has never received a particular medication before, you must administer the first dose at home 24 hours prior to attending school.** If it is necessary for your child to receive prescription medication during the hours that he/she is at school, a Medication Authorization Form must be completed and submitted to the office along with the medication. All medication must be Labeled with the child's name, the name of the medication, the dosage amount and the expiration date. **If the medication is "as-needed" or for emergency use, all MAT paperwork must be renewed every 6 months by the child's doctor.**

We will NOT administer prescription medication without the Medication Authorization Form (MAT) and specific written instructions from the doctor or clearly labeled on the prescription. **All medicine must be in the original container and clearly dated to ensure there is no use of outdated medication. Do not leave the medication with your child, please bring to front office administration.**

Bullfrogs and Butterflies does NOT administer NON-Prescription or over-the-counter medication. The parent(s) however may come to the school and administer non-emergency or non-prescription medication to their child if needed.

WHAT DO I NEED TO PROVIDE FOR MY CHILD?

CHANGE OF CLOTHING – NAP TIME ESSENTIALS

Children should wear casual clothing and comfortable play shoes to school. Your child will engage in active play and many "messy" art projects. Children will participate more freely if there is little concern about getting clothes dirty. They will wear a smock during art class, but please understand, paint accidents do occur on occasion and we will try our best to prevent them.

Each child must always have a second set of clothing (shirt, pants, underwear and socks) at school. It is important to make sure the clothing is weather appropriate and to mark each piece of clothing with your child's name. These clothes will be used for your child if the clothes he/she is wearing become wet, soiled or excessively dirty. The clothes he/she was wearing will be returned to you in a plastic bag.

- **Due to safety** – no flip-flops, no "jellies", no long dresses, no jewelry- only stud earrings.



Parents must also send a sheet to school each week for use at naptime. The blanket and sheet should be taken home every Friday and laundered. The blanket is required year round. Reminder: All personal items must be labeled.

MEALS AND SNACKS

Bullfrogs and Butterflies comply with all nutritional requirements of the Child Care Food Program of U.S.D.A. (United States Department of Agriculture).

PLEASE NOTE: Social Services requires that all food containers, baggies, etc. be sealed tightly and clearly labeled with your child's name and date each day. This is to ensure protection from any allergies a child may have.

Nutritional snacks are provided twice a day; Fruits, vegetables, dairy products, and whole grain products are part of the daily menu. Snacks are served with water, 2% milk, or 100% juice. There will be no **snacks** served that are high in sugar content and preservatives.

The weekly snack menu is posted on each side of Bullfrogs and Butterflies cafeteria:

- Morning snack will be served between 9:00 AM – 9:30 AM
- Afternoon snack will be served between 3:00 PM – 3:30 PM.

Lunch is NOT provided. Bullfrogs and Butterflies does have a nutrition policy; therefore, please make sure to send your child with a well-balanced lunch to school. Microwaves will be available so teachers can heat up any food that is needed for a child. Lunch bags need to go home each night and brought to school daily. There **WILL BE** food available at the school for any child who forgets his/her lunch. No child will go without food. The children will be encouraged to feed themselves, but not forced. Meal time will include appropriate table manners. Staff will sit with children during meal time!

- Bullfrogs and Butterflies nutrition policy is provided on our web page on the forms tab.



SAMPLE SCHEDULE – CLASSROOM SCHEDULES ARE POSTED IN EACH CLASSROOM

| <u>ACTIVITY TIME</u> | <u>Minnow Classroom Schedule 2015-2016</u> |
|-----------------------------|---------------------------------------------------|
| 7:00 AM – 8:45 AM | OPEN CENTERS – OUTSIDE - BATHROOM |
| 8:45AM – 9:00 AM | MINNOW SNACK TIME |
| 9:00AM – 9:30 AM | OUTSIDE – POTTY TIME – OPEN CENTER TIME |
| 9:30 AM – 10:00 AM | CIRCLE TIME – COLORS & SONGS, SHAPES & ANIMALS |
| 10:00 AM – 10:45 AM | ART ACTIVITY or PLAY DOUGH & ACTIVITY ROOM TIME |
| 10:45 AM – 11:30 AM | LUNCH |
| 11:30 AM – 12:30 AM | READING – OPEN CENTERS – POTTY TIME |
| 12:30 AM – 2:30 PM | MINNOW NAP TIME |
| 2:30 PM – 3:00 PM | POTTY TIME & OPEN CENTER TIME |
| 3:00 PM – 3: 30 PM | MINNOW SNACK TIME & WASH HANDS |
| 3:30 PM – 6:00 PM | OUTSIDE - OPEN CENTER TIME – POTTY TIME |



Parent (Custodial Parent) Statement of Acknowledgement

This is to acknowledge that I have received a copy of Bullfrogs and Butterflies Parent Handbook. I understand that it provides guidelines and summary information about the childcare policies, procedures, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with and comply with the standards that have been established. I further understand that Bullfrogs and Butterflies reserves the right to modify, supplement, rescind, or revise any provision, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both Bullfrogs and Butterflies and I have the right to terminate service relationship at any time. A forty-five day advance written notice of termination is requested. I also understand that, although policies and procedures may change from time to time, this relationship agreement will remain in effect throughout services with Bullfrogs and Butterflies unless it is specifically modified by an express written agreement signed by both directors of Bullfrogs and Butterflies. I further understand that services may not be modified by oral or implied agreement.

Parent/Custodial Parents Name (please print) _____

Parent/Custodial Parents Name Signature _____

Date _____

Director (please print) _____

Director Signature _____

Date: _____