



***Bullfrogs and Butterflies Preschool***  
***Licensed Childcare Center Parent Handbook***

***WELCOME!***

Bullfrogs and Butterflies is a community where children, staff, and parents participate in creating a healthy, enriched learning experience.

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 call the center with any questions.

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

- Maintaining a reputable and strong 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, dancing, music, as well as many other roles and responsibilities critical to developing a well-rounded child such as self-help skills (ability to open/pack up lunch items, carrying back-packs, appropriate toileting hygiene, getting dressed/putting on jackets).
- Flexible program hours - 7:30AM to 5:30PM (option of 7:00AM-6:00PM if enough families choose these program hours on admission selection form) August through June.
- Flexible summer hours - 8:00AM to 4:00PM – Two Summer Camp session to choose from – June through August.

Special addendum: Summer camp always depends on having sufficient number of staff to children ratio available and is not guaranteed.



***What are the beliefs and values that influence  
Bullfrogs and Butterflies Preschool - 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 appropriate age curriculum to fit the individual needs of each child and to encourage each child to succeed in areas of critical development. Primary areas of critical development are social and emotional interaction skills and physical, language, and cognitive development.

Starting in 2025-2026, we will implement a revised assessment and placement procedure designed to ensure every child is placed in the most suitable classroom environment. This new process will be based primarily on each child's birth date, while also taking into consideration children previously enrolled in our programs.

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 always aim to offer safe and secure childcare. Close personal attention to each child is essential to providing a quality experience for all childcares; 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 close communication between home and school, small class sizes, and a fun, talented teaching staff. We strive to create an environment where both children and their parents feel completely comfortable approaching any teacher or office staff member. Our goal is to foster a genuine, open-door communication bond we believe is essential to the well-being and success of our entire school community. By encouraging open dialogue, we ensure that every voice is heard and valued, strengthening the partnership between families and staff for the benefit of all.

Our well-trained, enthusiastic, and heartfelt staff make 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 age-appropriate independence of spirit to explore new roles and ideas. They are courageous and articulate in defending those things in which they believe.

### **Honorable**

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

### **Caring/ Kindness**

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, and positive thoughts.



### ***WHAT IS OUR GOAL?***

- To prepare children for a successful transition to elementary school.
- To provide a learning environment which is free of negative influence and bullying.
- 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 a 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 and 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.

### ***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 to support one another. For your child to be happy and feel safe, it is necessary for care providers and parents to maintain effective communication relations.

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

- ***Use our open-door policy.*** We encourage communication between custodial parents and staff at Bullfrogs and Butterflies. We invite custodial parents to stop in at any time. However, when exercising the open-door policy, please refrain from bringing younger siblings for an extended period of time to avoid classroom disruption.
- ***Make an appointment with your child's teacher and/or Director*** through the office or "Class Dojo" if you wish to have a private talk about your child's progress.



- **Contact the school by phone or email** if you have a question, concern, or suggestion relating to your child or any aspect of the program (757-563-2844 or bullfrogsandbutterfliesschool@verizon.net). Feel free to contact your child's teacher using the communication app, "Class Dojo." Each teacher will respond by the end of the day when they have a few minutes available. You are welcome to contact the office management at the above number at any time.
- **Attending 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 the Director.

### ***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 helps 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 people's play and work areas.*
2. *Never hurt anyone or anything intentionally; physically or verbally.*
3. *Follow classroom behavior rules.*
4. *Follow safety rules; no running in building, sitting on bottoms, always staying with an adult.*
5. *Remain on school property during school hours.*
6. *Children must be enrolled to stay on school property/playground areas.*
7. *Children must be fully toilet trained (see Toilet Training Policy on pages 21-22).*

### ***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 or parents. In the event a child or parent behaves in a violent or otherwise abusive way towards his/her peers/staff/teachers, 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 rare occurrence, it is vital that we stand behind fostering a safe and positive learning environment for our children and our staff.



### ***WHAT DO I NEED TO KNOW ABOUT BULLFROGS AND Butterflies?***

The staff at Bullfrogs and Butterflies are 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 participate 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, but we also want to encourage children to develop their own strategies for dealing with their problems. You will hear the staff encourage children to, "Use your words" to express their thoughts and try to work it out amongst themselves. If that does not 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 and always want a child to feel comfortable to come to any staff member when they feel they need assistance and support.

### ***WHAT IS EXPECTED OF BULLFROGS AND BUTTERFLIES?***

- There will never be physical punishment, striking, roughly handling or shaking a child, binding or forcing a child to assume an uncomfortable position. We will never force a child to do anything they do not want to do (water play, eat, go to the restroom).
- Children will never be 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 materials.

When a child in our care becomes so overwhelmed and upset that they are unable to listen to staff or respond to guidance, it is essential to ensure their wellbeing and safety, as well as that of others. This procedure outlines the steps staff should take to support the child and involve a parent or guardian when necessary.

The well-being of every child is our top priority. By involving parents or guardians when a child is unable to respond to staff support, we ensure a compassionate, collaborative approach to meeting the child's emotional needs and fostering a safe environment for all.



## ***HOURS OF OPERATION***

- Open Monday – Friday
- Flexible program hours - 7:30AM to 5:30PM (option of 7:00AM-6:00PM if enough families choose these program hours on admission selection form) August through June.
- 8:00AM – 4:00PM - Summer Camp Sessions: Two sessions available to select from.
- Ages 3 through 6 years for preschool - children must be fully potty trained.
- Ages 3 through school age for summer camp sessions- fully potty trained only

No child may arrive before their program hour or stay later than their program hour as stated on the admission selection form. There is a late pick-up fee of \$15.00 per 15 minutes or part of 15 minutes for children picked up after the selected program hour. This fee may be adjusted if parents are continuously late. All program hours are important to adhere to due to staff scheduling and maintaining proper teacher to children ratio. If you are running late, please contact us to let us know.

The summer camp hours of 8:00AM -4:00PM are adjusted hours for both 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.**

## ***ATTENDANCE PROCEDURES***

Bullfrogs and Butterflies will manually sign in and sign out your child each day. It is important that only the front door of the building is used to drop your child off and pick your child up. We do not allow customers to use back doors or gates to enter or leave the building at any time. All children must be signed in and out of preschool every day by office administration. It is the parent or guardian's responsibility to make sure their child is dropped off with a teacher (not office personnel) every day. In addition, each classroom will take attendance daily and will be verified each day with our manual sign in/out process in the front office.

## ***HOLIDAYS AND CLOSINGS***

Bullfrogs and Butterflies school will follow the Virginia Beach Public school calendar for [full day closings and inclement weather](#). Bullfrogs and Butterflies will not follow teacher workdays, adjusted dismissals, or voting day closings. Bullfrogs and Butterflies school calendar is posted on our Facebook page.

[Bullfrogs and Butterflies will be closed on the following days:](#)

New Year's Day, Martin Luther King Day, President's Day, Spring Break, Memorial Day, Juneteenth, Independence Day, Friday before & Labor Day, Columbus Day, Veterans Day, Thanksgiving Break (Wednesday – Friday), Christmas/Winter break.

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





### ***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 front door. Ensure your child is always with an adult and never left unattended when meeting with teachers or other parents. We appreciate all parents dropping off and leaving quickly, so their child's classroom can start their day and transition students into their daily activities.

### ***LATE ARRIVAL***

Late arrivals should be called in or emailed to notify classrooms for planning purposes. All late arrivals (after 9:00AM) should be dropped off at the office. We will not accept late arrivals during nap time (12:00 PM – 2:00PM).

### ***FIELD TRIPS***

Bullfrogs and Butterflies will not take field trips. All outside guest speakers will come to our school to reinforce our themed lessons and activities.

### ***PICKING UP AT SCHOOL***

Bullfrogs and Butterflies will never allow your child to leave the building with anyone not previously identified by their legal guardian. If your child is to be picked up by someone other than yourself or a regularly assigned person, you must inform the school administration in person or by email in advance. This policy is for the protection of your child. Anyone authorized to pick up your child must be on the registration form. If the pick-up person is 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/or provided an email with your special arrangement instructions. [A driver's license or military ID is the only proper identification, and it is required by all authorized people identified by the custodial parents to pick up their children.](#)

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

*\*\*Registration forms are required for each enrollment year to ensure proper/updated records.*

### ***TRANSPORTATION***

Transportation is not available and will not be offered by Bullfrogs and Butterflies school.





### ***SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER***

Bullfrogs and Butterflies will close or open late when Virginia Beach Public Schools are closed (virtual day) or delayed due to snow or extremely hazardous weather conditions, such as freezing rain or flooding. If the weather is hazardous in the morning, be sure to check our Facebook or Class Dojo app before you leave home to be certain that the staff have arrived at the school.

If, during the day, roads are expected to become extremely hazardous or, if Virginia Beach Public Schools close early due to inclement 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 or email the school each time your child is absent, even if it is only for the day. (757-563-2844). Per Social Services' requirements, we need to take attendance daily.

- If your child is absent from school due to illness or vacation, you must continue to pay his/her tuition. Tuition is always due on the 1<sup>st</sup> of each month, no later than the 5<sup>th</sup> to avoid additional fees.

### ***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 all programs is \$125.00, and the supply fee is \$75.00 (total of \$200.00). The enrollment process will now include the first month's tuition to be paid in advance (*see registration process and Admission selection form*).

### ***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 forty-five days' notice. Written notification is required and must include your withdrawal date (email is satisfactory). Should you not provide us with forty-five days' notice, there will be a full monthly tuition charge added to any outstanding charges on your school invoice. Exceptions will be made in a case-by-case situation. Should you choose to withdraw for any reason, you will need to re-enroll your child.



### ***WITHDRAWAL FROM BULLFROGS AND BUTTERFLIES CONTINUED***

Should you choose to withdraw for any reason, you will need to re-enroll your child. Reenrollment will include new forms; registration, tuition selection and summer camp (if applicable). Any prior fees will be forfeited, and new fees will need to be submitted to secure a space for your child(ren).

### ***BULLFROGS AND BUTTERFLIES TERMINATION POLICY***

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

At its core, the termination policy exists to protect the interests of the children, families, and staff of the preschool. By upholding clear procedures, transparent communication, and compassionate support throughout the process, the preschool demonstrates its commitment to a nurturing and inclusive educational environment. School encourages parents to familiarize themselves with this policy, ask questions when clarification is needed, and work together in partnerships to address concerns before they require formal action. The goal is always to support the healthy development and happiness of every child entrusted to preschool care.

**Bullfrogs and Butterflies' full handbook termination policy can be provided upon request.**

### ***INJURIES***

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

For minor bumps and scrapes, an injury report will be filled out by the teacher and put on the child's cubby or in some cases emailed. You will need to sign the accident report and return it to the school office. We maintain a log of all accident/incident reports. A copy of the injury/incident report can be provided upon request.



## ***CHILD ABUSE AND NEGLECT***

If Bullfrogs and Butterflies Staff suspect that child abuse or neglect has occurred on any child, Bullfrogs and Butterflies will IMMEDIATELY contact the Police Department when warranted, as well as Child Protective Services.

- Childcare providers are mandated by Virginia State Law and Social Services to report any suspected child abuse. A child abuse 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). If 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 has 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 in the main entry area.



## ***ENROLLING MY CHILD IN BULLFROGS AND BUTTERFLIES***

### ***"PROCESS TO ENROLL MY CHILD"***

#### **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 will start in March of each year.
2. The enrollment process will now include first month tuition to be paid in advance of each academic school year, as seen on the Administration Selection form.
3. All forms must be completed online to ensure that every section of the registration process is thoroughly and accurately finalized, Registration packet and Administration Selection form.
4. You will need to present a birth certificate or other form of international proof of identity. Immunization forms and full health physical forms must be filled out by the child's physician and returned to the school office no later than August 1 of each calendar year. All forms must be signed and/or stamped by the physician/office administration.
5. 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.
6. All fees must be paid promptly as a condition of attendance. Tuition fees are payable monthly by check, money order, bank bill payment, 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.
7. 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.
8. The academic year is based on a ten-month curriculum, August through June (we follow the Virginia Beach City Public School calendar dates). The school will offer summer day camp (session 1 and session 2). You will be required to register for summer camp as a separate registration process. Summer camp will always depend on having sufficient summer staff to keep children to staff ratio and is not guaranteed.



### ***FINANCIAL POLICY***

- Tuition is based on a yearly cost per student, but for your convenience we have split the tuition into 10 equal payments which are due on the first of each month. Therefore, there is no tuition reduction for school vacations, inclement weather days, holidays, or absences.
- Given the commencement of the term in August, tuition payments will be distributed in equal monthly installments throughout the academic year. As a result, there will be neither an increased tuition payment in August nor any prorated tuition adjustment for the month of June. Each monthly payment will remain consistent through June.
- Tuition payment process for each academic year will start October 1st due to first month's tuition being paid in advance during the enrollment process.
- See website or call office for the current year's fees and enrollment process.

### ***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 second returned check, Bullfrogs and Butterflies may require another form of payment for future tuition.

### **PROOF OF IDENTITY AND PREVIOUS CHILDCARE 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 childcare and each school attended by your child. Proof of identity and previous childcare or school attendance information must be provided at the time of enrollment.



### ***LATE ACADEMIC REGISTRATION AND FORMAL PROCEDURES***

In the event of late registration during the current academic year, and should space become available or Bullfrogs and Butterflies establish a new classroom for waitlisted families, the following procedures shall apply:

- A formal letter of acceptance or a recommendation from the applicant's previous educational institution must be provided as a prerequisite for enrollment.
- This documentation is to be submitted prior to approval of attendance to ensure the appropriate placement of the students within all classrooms.
- This policy is designed to uphold the integrity of our enrollment process and to ensure that each student is placed in an environment suited to their individual educational needs and background.

## **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 outside play, as well as a well-balanced, healthy snacks. 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.

## **New Assessment and Placement Process for Academic Year 2025-2026**

### **Ensuring Every Child Finds Their Best Fit**

Bullfrogs and Butterflies is committed to fostering an inclusive, nurturing, and developmentally appropriate learning environment for all children. As part of our ongoing effort to support each student's individual growth, we are pleased to announce changes to our assessment and placement process beginning with the 2025-2026 academic school year.

### **Overview of the New Placement Process**

Starting in 2025-2026, we will implement a revised assessment and placement procedure designed to ensure every child is placed in the most suitable classroom environment. This new process will be based primarily on each child's birth date, while also taking into consideration children previously enrolled in our programs.



## Key Features of the Updated Process

**Birth Date Placement:** Initial placement for each child will be determined according to their birth date; except for part-time mixed class age group. This method aligns with best practices in early childhood education, supporting social and cognitive development through age-appropriate grouping.

**Consideration of Enrollment History:** For children who have previously attended Bullfrogs and Butterflies, their prior classroom placement will be reviewed with teachers to help inform the most suitable placement, which uses current assessments and preschool friendships into consideration.

**Annual Placement Update:** Each academic year, on October 1st, we will review all placements. If necessary, children may be transitioned to a different classroom to better meet their developmental and educational needs. This ensures flexibility and responsiveness to each child's growth.

## Sick children – Daily health checks

Each full-time teacher has obtained morning health check training. Children will be greeted each morning and checked again during the classroom attendance process to perform a health check. You should keep your child at home if your child has:

1. A fever. They may only return to school after 24 hours of being fever free without the use of fever reduced medications.
2. Do not give medicine to reduce a fever prior to dropping off your child.
3. Constant coughs, wheezing, green nasal discharges, or sneezing that are not associated with seasonal allergies.
4. Vomited or had diarrhea during the last twenty-four hours.
5. Symptoms of communicable disease: combination of one or more 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 may 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 to 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 (i.e., pink eye), you will be notified through an email announcement "Health Update." 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).





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 twenty-four-hour recovery period for your child after your child has had a fever, diarrhea, vomiting or other flu-like symptoms. Do not bring your child to school during this time.

## Medication – required forms:

If your child has never received medication before, you must administer the first dose at home twenty-four hours prior to attending school.

### Revised Protocols for the Administration of Medication and Emergency Response

#### Overview

Bullfrogs and Butterflies remains steadfast in their commitment to the safety and welfare of all children under its supervision. In alignment with our updated health and safety directives, significant modifications are being introduced regarding the administration of prescription medications and the procedures followed during medical emergencies.

#### Medication Administration Policy

Effective immediately, Bullfrogs and Butterflies staff will no longer administer prescription medications to children under any circumstances. This policy encompasses all prescribed pharmaceuticals, including but not limited to inhalers, EpiPens, and similar medical instruments. Parents and guardians bear full responsibility for ensuring that any required medications are administered to their child outside of program operating hours.

**Bullfrogs and Butterflies do NOT administer any NON-Prescription or over-the-counter medication.** The parents, 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” arts projects. Children will participate more freely if there is little concern about getting their clothes dirty. Please understand that paint or marker accidents do occur on occasion, but 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 [each piece of clothing is marked with your child's name](#). These clothes will be used for your child if the clothes the child is wearing becomes wet, soiled, or excessively dirty. The clothes the child wears will be returned to you in a plastic bag.

## Safety Rules – Playground safety rules

- No flip-flops, No "jellies," No rain boots, No crocs, No long dresses, No jewelry (only stud earrings). Important notice: Shoes that are not fully enclosed must wear socks.

## NAP TIME ESSENTIALS

Parents are required to send a small, clean blanket and fitted sheet (or nap mat) to school each week for use at nap time. The blanket and sheet will be sent home every Friday and laundered. Small pillows are allowed, but completely optional. A pillow case must be sent in weekly and must have a pillow case to be used. Reminder: [All personal/nap items must be labeled](#).

## Naptime Drop-Off and Pick-Up Policy

### Guidelines for Families

For the well-being and rest of all children, we kindly ask that no children be dropped off during naptime, which is from 12:00 PM to 2:00 PM. If your child needs to be picked up during these hours for any reason, we encourage you to call ahead and inform us. This allows our staff to quietly wake your child and gather their belongings with minimal disruption to others.

## MEALS AND SNACKS

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

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. There will be no snacks served that are high in sugar content and preservatives. (Except for special occasions.)

The weekly snack menu is posted in the kitchen (school cafeteria):

- Morning snack will be served between 8:45AM – 9:00AM
- Afternoon snack will be served between 3:45PM – 4:00PM



Lunch is the responsibility of the parent/guardian and will not be provided by the school.

Therefore, please make sure to send your child to school with a well-balanced lunch. Lunch boxes need to go home each night and bring 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!*

## Lunch Box Policy for Social Services Compliance

Please Read Carefully

For the safety and well-being of all children, social services requires that all food containers, baggies, and lunch box items be sealed tightly and clearly labeled with your child's name and the date for each day. This is essential to protect children from potential allergens.

To assist with compliance, Bullfrogs and Butterflies will provide a lunch box name tag for each child. Please do not remove this name tag from your child's cubby or lunch box, depending on the procedure followed by your classroom teacher.

Thank you for your cooperation in maintaining a safe and healthy environment for everyone.



## Sample schedule – Classroom schedules are posted in each classroom

ACTIVITY TIME	Schedule times are coordinated between six classrooms
7:30AM – 8:00AM	Morning Arrival – Open Centers – Fine Motor or Tabletop Activities – Outdoor play (weather permitted)
8:00AM – 8:30AM	Fine Motor or Tabletop Activities – games Outdoor play (weather permitted)
8:30AM – 9:00AM	Snack – Bathroom Break and Handwashing
9:00AM – 9:30AM	Morning Meeting – Circle Time – Music - Exercise
9:30AM – 10:50AM	Curriculum lessons – Open Centers – Outdoor Play (weather permitted) – Science Room – Activities/Manipulatives
10:50AM – 11:00AM	Ready for lunch – Bathroom Break and Handwashing
11:00AM – 11:30AM	Lunch time - Handwashing
11:30AM – 12:00PM	Outside play (weather permitted)
12:00PM – 12:15PM	Bathroom Break and Handwashing for Nap Time
12:15PM – 2: 00PM	Nap and Quiet Rest Time
2:00PM – 2:15PM	Wake-up time – Bathroom Break and Handwashing
2:15PM – 2:30PM	Quiet Reading
2:30PM – 3:00PM	Afternoon Snack – Handwashing and Bathroom Break – Bug Spray and Sunscreen Application.
3:00PM – 4:30PM	Outdoor Play (weather permitted) – Classroom Center – Review
4:30PM – 5:30PM	Tabletop Activities/Manipulatives – Outdoor Play (weather permitted) – Games, combine age groups.



**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 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 our service relationship at any time with proper notice (See Termination Policy on page10). I also understand that, although policies and procedures may change from time to time, this agreement will remain in effect throughout service with Bullfrogs and Butterflies unless it is specifically modified by an express written agreement signed by the Director of Bullfrogs and Butterflies. I further understand that services may not be modified by oral or implied agreement.

Parent/Custodial Parent's Name (please print): \_\_\_\_\_

Parent/Custodial Parent's Signature: \_\_\_\_\_

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

Director's Name (please print): \_\_\_\_\_

Director's Signature: \_\_\_\_\_

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



### Bullfrogs and Butterflies Toilet Training Policy

Children enrolled in all programs at Bullfrogs and Butterflies must be potty trained before attending preschool and summer camp.

Children must be wearing underwear with very few accidents. A child having accidents daily would not be considered potty trained. Please note that wearing pull ups isn't considered being potty trained. Why do children have to be potty trained before they begin preschool?

There are strict standards for changing and disposing of wet or soiled diapers. The classrooms are not equipped for diaper changing. When an adult is busy changing a child's diaper or soiled clothing, it is taking away from learning time for all students and it removes one adult from the direct supervision of and interaction with the rest of the class.

We do understand that even potty-trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

#### **A potty-trained child is a child who can do the following:**

1. Communicate to the teachers that he/she needs to go to the restroom before they need to go.
2. Alert him/herself to stop what he/she is doing, to go and use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.
4. Wipe him/herself after using the toilet.
5. Get on/off the toilet by him/herself.
6. Wash and dry hands.
7. Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom.
8. Awaken during nap time should they need to use the bathroom.

We certainly will ask your child many times throughout the day and always before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned. It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in an unfamiliar environment. Preschool Staff are aware of this and will assist the children when necessary. Please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents and returned at the end of the school year. Parents will be notified if a child has a toileting accident. We understand that each child arrives at this milestone differently, therefore we will allow 6 weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time.



### Bullfrogs and Butterflies Toilet Training agreement

After the first 6 weeks of school, the following policies will be in place for children who have accidents:

- If two or more accidents occur in one month, the parents will be notified with the understanding that the issue needs to be addressed and corrected.
- If three or more accidents occur in one month, the parents will be notified with the understanding the child will have to stay home at least one week or longer until he/she is completely toilet trained.
- If multiple accidents occur in one day or week, the parent will be notified, the child will need to be picked up and the child will have to stay home at least one week or longer until he/she is completely toilet trained.
- Naptime accidents will only be managed separately, and teachers will collaborate with parents to create solutions.

This policy is intended to ensure the safety and happiness of all children and staff at Bullfrogs and Butterflies School.

I have fully read and understand the policy of Bullfrogs and Butterflies School for Young Children on potty training and will comply with those requirements.

Thank you for your cooperation and understanding.

Parent/Custodial Parent's Name (please print): \_\_\_\_\_

Parent/Custodial Parent's Signature: \_\_\_\_\_

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

Director's Name (please print): \_\_\_\_\_

Director's Signature: \_\_\_\_\_

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