2844 North Landing Road
Virginia Beach, VA 23456
757-563-2844

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 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 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, Yoga and Spanish; there are many other roles and responsibilities critical to developing a well-rounded child such as self-help skills.
- Flexible hours of 7:00AM to 6:00PM - - September through June
- Flexible hours of 7:30 AM to 5:30PM - - Summer camp sessions, July and August

WHAT ARE THE BELIEFS AND VALUES THAT GUIDE 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 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 are social and emotional interaction skills and physical, language, and cognitive development.

2844 North Landing Road
Virginia Beach, VA 23456
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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 aims 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. 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 age-appropriate independence of spirit to explore new roles and ideas. They are courageous and articulate in defending those things in which they believe.

2844 North Landing Road
Virginia Beach, VA 23456
757-563-2844

Bullfrogs & Butterflies PRESCHOOL

HONORABLE
They have 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, 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 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.

- 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 to support one another. 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.*** We encourage this communication between custodial parents and staff at Bullfrogs and Butterflies. We invite custodial parents to stop in any time. However, we request parents refrain from bringing younger siblings for extended stay to avoid classroom disruptions.

- ***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 your child's teacher, which the teacher will return when they have a few minutes available. You are welcome to contact the Director, Ginger Aragones, 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.

2844 North Landing Road
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- ***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 the 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; physically or verbally.*
3. *Follow classroom behavior rules.*
4. *Remain on school property during school hours.*
5. *Children must be enrolled to stay on school property/playground areas.*

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.

2844 North Landing Road
Virginia Beach, VA 23456
757-563-2844

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, but 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.

2844 North Landing Road
Virginia Beach, VA 23456
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What do I need to know about Bullfrogs and Butterflies?

Hours of operation

- Open Monday – Friday
- 7:00AM – 6:00PM - - September through June
- 8:30AM – 5:00PM - - Summer Camp Sessions – July and August – fully potty trained only.
- Ages 3 through 6 years for preschool and kindergarten. Children must be fully potty trained.

No child may arrive before **7:00AM** or stay later than **6:00PM** for our full-day program and not before **8:30AM** or later than **selected program hour** 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 the **selected program hour**. This fee may be adjusted if parents are continuously late. **The hours of 8:30AM and 5:00PM 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

Bullfrogs and Butterflies will manually sign in and sign out your child. 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 the preschool every day by office administration. It is parent or guardian's responsibility to make sure their child is dropped off with a teacher all the time. In addition, each classroom will take attendance daily utilizing "Class Tag" and it is verified each morning 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 work days, adjusted dismissals, or voting day closings.

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, Labor Day, Columbus Day (in service day), Veterans Day, Thanksgiving Day, Friday after Thanksgiving, Christmas/Winter break. Holidays may be adjusted with advance notice.

2844 North Landing Road
Virginia Beach, VA 23456
757-563-2844

****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 always with an adult and never left unattended, when meeting with teachers or other parents. We appreciate all parents to drop off and leave, so their child's classroom can start their day and transition students into their daily activities.

Late Arrival

Late arrivals must be called in prior to scheduled hours of operation for school hours (selected program hours). All late arrivals (after 9:00AM) should be dropped off to the office. We will not except late arrivals during nap time (12:00 PM – 2:00PM).

Field trips

Currently, Bullfrogs and Butterflies does 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, provide and email with your special arrangement instructions. **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.**

2844 North Landing Road
Virginia Beach, VA 23456
757-563-2844

Bullfrogs & Butterflies PRESCHOOL

TRANSPORTATION

Transportation (arrival/departure) will not be offered by Bullfrogs and Butterflies.

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 weather is hazardous in the morning, be sure to call the school 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 will be 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 1st of each month, no later than the 5th to avoid any 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 both programs is $125.00, and the supply fee is $65.00 (total of $190.00).

2844 North Landing Road
Virginia Beach, VA 23456
757-563-2844

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 withdraw date (email is satisfactory). Should you not provide us 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 on a case-by-case situation. Should you choose to pull for any reason, especially during these unprecedented times (COVID) you will need to re-enroll your child.

Withdrawal from Bullfrogs and Butterflies continued

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.

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. For minor bumps and scrapes, a report will be filed by the teacher and put on the child's sign out sheet. <u>You will need to sign the accident report and return it to the school office.</u> We maintain a log of all incident reports.

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.

2844 North Landing Road
Virginia Beach, VA 23456
757-563-2844

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.

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 Child 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). 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 does 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.

2844 North Landing Road
Virginia Beach, VA 23456
757-563-2844

Bullfrogs & Butterflies PRESCHOOL

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 starts in March of each year.

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. All forms must be signed or stamped by the physician/office.

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 reserves the right to adjust tuition at any time. No post-dated checks will be accepted except when approved by the administration staff.

2844 North Landing Road
Virginia Beach, VA 23456
757-563-2844

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. **All discounts have been postponed through COVID until further notice.** Discounts that may take affect at a future date are Military discount, and additional child discount. Discounts will not apply to any monthly invoice that is paid late and incurs a late fee (as stated above in number 4.).

7. The academic year is based on a ten-month curriculum, September through the end of June. The school will offer summer day camp during July (4 weeks) and August (4 weeks). You will be required to register for summer camp separately. Currently, there are two (4-week) monthly summer camp sessions and 3 summer camp program options.

Your child's health at Bullfrogs and Butterflies

Your child's health is a matter of concern to all of us. Bullfrogs and Butterflies provides 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 when the child arrives at school and will note whether the child appears to be sick. You should keep your child home if your child has:

1. Had a fever within the last twenty-four hours or had no fever during that time only because of medication.
2. Do not give fever reducing medicine prior to dropping off your child.
3. Constant coughs, wheezing, green nasal discharges, or sneezing not associated with seasonal allergies.
4. Vomited or had diarrhea during the last twenty-four hours.
5. Symptoms of a communicable disease: sniffles, red eyes, headache, sore throat, abdominal pain, rash, or fever.

2844 North Landing Road
Virginia Beach, VA 23456
757-563-2844

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 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, COVID-19 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 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 period.

MEDICATION – REQUIRED FORMS:

We recommend that whenever possible, you administer medications at home. **If your child has never received a medication before, you must administer the first dose at home twenty-four hours prior to attending school.** If it is necessary for your child to receive prescription medication during the hours that the child is at school, a Medication Consent Form must be completed by the doctor for each prescription medication and submitted to the office along with the medication and the medication's original container. This form can be obtained from the school office. All medication must be labeled with the child's name, the name of the medication, the dosage amount, and the expiration date in the original packaging. **If the medication is "as-needed" or for emergency use, all MAT paperwork must be renewed every six months by the child's doctor.**

We will NOT administer prescription medication without the Medication Authorization Form and specific written instructions "plan of action" from the doctor. **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; always bring the medication to the office staff.**

2844 North Landing Road
Virginia Beach, VA 23456
757-563-2844

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.

MAT certification does not cover administration of all prescription medication. Therefore, Bullfrogs and Butterflies will house the medication, but 911 will be called to administer should we not have social service required training to administer your child's medication (i.e., diazepam rectum prescription and diabetic medications).

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 clothes dirty. Please understand 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 become wet, soiled, or excessively dirty. The clothes the child was wearing will be returned to you in a plastic bag.

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

Parents must also send a small, clean blanket and sheet to school each week for use at nap time. 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.

2844 North Landing Road
Virginia Beach, VA 23456
757-563-2844

Bullfrogs & Butterflies PRESCHOOL

MEALS AND SNACKS

Bullfrogs and Butterflies complies with all nutritional requirements of the Child Care Food Program of the 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. 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 9:00AM – 9:30AM
- Afternoon snack will be served between 3:00PM – 3:30PM (after 3:00 pick-up)

Lunch is NOT provided. Bullfrogs and Butterflies does have a nutrition policy; therefore, please make sure to send your child to school with a well-balanced lunch. Microwaves will be available so teachers can heat up food for children, if needed. Lunch bags need to go home each night and brought to school daily. There will food available at the school for any child who forgets his/her lunch. No child will go without food.

- Bullfrogs and Butterflies nutrition policy is posted in cafeteria (kitchen) and available upon request.

2844 North Landing Road
Virginia Beach, VA 23456
757-563-2844

Bullfrogs & Butterflies PRESCHOOL

SAMPLE SCHEDULE – CLASSROOM SCHEDULES ARE POSTED IN EACH CLASSROOM

ACTIVITY TIME	**Minnow Classroom Schedule 2020-2021**
7:00AM – 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 – 8:50AM	Snack – Bathroom Break and Handwashing
8:50AM – 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 – 6:00PM	Tabletop Activities/Manipulatives – Outdoor Play (weather permitted) – Games, combine age groups.

2844 North Landing Road
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Bullfrogs & Butterflies PRESCHOOL

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 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: _____