



Parent Handbook

Butterfly Academy

903 Mountain Lion Circle Suite 100
Harker Heights, Texas 76548

Butterfly Academy

905 Mountain Lion Circle Suite 600
Harker Heights, Texas 76548

Hours of Operation
Monday thru Friday
6:30 am – 6:00 pm
Phone: 254-200-9599

Ms. Gay Harrison, B.S.
Owner/Executive Director

Ms. Genesis Jones
Director

Mission Statement

Embrace the uniqueness of each child through quality education and meaningful experiences in a safe, nurturing environment.

Philosophy

I believe every child is *unique*. I believe children learn through developmentally appropriate practices through positive experiences. Through meaningful experiences, a nurturing atmosphere, and parent and teacher interactions, children are encouraged to explore their environment, aiding in social-emotional, physical, cognitive, and language development. With the right amount of time and devotion, children will be transformed into productive members of society, ready to make their mark on the world.

Welcome

For more than 20 years, I have been blessed with the opportunity to do what I love and educate future generations. As a mother of four, education was a priority and necessity, but being a military wife made acquiring a secondary education a little tricky but ultimately not impossible. I began my journey as a Family Child Care Provider in 1996. As the years passed, with continuous training, I gained my Child Development Associate Certification. Afterward, I earned my Bachelor of Science in Early Childhood Development.

Over the years, I have worked with children from newborns to teens. Through those experiences with various age groups, I have found I have the most significant impact on small children. I love to witness their excitement when a milestone is mastered; it is like you can see the lightbulb come on and witness this discovery exciting and refreshing. I want that feeling for all children entrusted in my care.

Butterfly Academy is a place where parents can trust their child will be loved, nurtured, and educated. Every child is unique and learns differently through developmentally appropriate practices and meaningful experiences. I maintain that a nurturing atmosphere and parent-teacher interactions will create an environment conducive to developing social-emotional, physical, cognitive, and language development. With the right amount of time and devotion, children will grow into productive members of society who are ready to conquer new experiences with confidence. We at Butterfly Academy are thrilled you have blessed us with the honor of caring for your child/children.

NON-DISCRIMINATION POLICY:

Butterfly Academy does not discriminate based on gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

Brightwheel

Butterfly Academy uses a program called Brightwheel. This program allows teachers and parents to communicate in real time and share photos, videos, and much more. Parents have the convenience of paying online, updating contact information, authorizing dismissals, and communicating with administrators.

Enrollment

Hours of Operation

Our operating hours are Monday through Friday from 6:30 a.m. to 6:00 p.m.

Holiday Closures

January 1, 2025 - New Year Observed

January 20, 2025 - Dr. MLK Birthday

February 17, 2025 - President's Day

April 18, 2025 - Good Friday,

May 26, 2025 - Memorial Day

June 19, 2025 - Juneteenth Day

July 4, 2025 - Fourth of July

September 1, 2025 - Labor Day

October 13, 2025 - Staff Training Day

November 11, 2025 - Veterans Day

November 27, 2025 - Thanksgiving Day Closed

November 28, 2025 - After Thanksgiving Closed

December 24, 2025 – Close @ 3:00 pm

December 25, 2025 - Christmas Day Closed

December 26, 2025 - After Christmas Closed

(Dates subject to change)

Enrollment Procedures

Upon enrollment, parents will complete an online enrollment application via Brightwheel. Each family is required to complete the following forms.

- Butterfly Academy Pre-Registration Form
- Butterfly Academy Application
- Discipline and Guidance Policy
- Infant Nutritional Schedule Form (under 12 months)
- Medication Dispensation Form (If needed)
- Child Health Statement
- Immunization Record

Withdrawal

A paid two-week notice is required and submitted via email or in writing. Butterfly Academy reserves the right to terminate and/or refuse service to any family.

Termination of Childcare Service

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay (see tuition)
- Routinely late picking up the child
- Lack of parental cooperation
- Serious illness of a child
- Physical or verbal abuse to any person on the property
- Our inability to meet the children's needs
- Lack of compliance with regulations
- Failure of the child to adjust to the center after a reasonable amount of time

The Executive Director and or Director has the right to give verbal notice of immediate termination where there are extreme circumstances that affect the well-being of staff members or other children in attendance.

Tuition & Fees

Registration Fee

The registration fee is \$175.00 per family.

Tuition

Payments are due on the 1st of each month or the 1st and 15th of each month. If either calendar date falls on the weekend, fees are due the Friday before.

Infant (6 weeks-17 months)	\$850.00 (Nursery A & B, Toddler A)
Toddlers (18 months years old)	\$825.00 (Toddler B & Toddler C)
Twos (2 years old - 3 years old)	\$800.00 (Two's A & B)
Threes (Potty Trained)	\$775.00 (PRE-K 3)
Fours	\$750.00 (PRE-K 4)
After School	\$150.00 per week
Before School Care	See Ms. Gay or Ms. Genesis
Summer Camp	\$185.00 per week
Camera Access Fee	\$10.00 per family (Optional)

Sibling Discount

A rate reduction of \$35.00 will apply to the oldest child enrolled.

Special Programs

Discounts do not apply to families receiving Child Care Services, Child Care Aware of America, School-Age Care, and Part-Time Care.

Tuition & Fees cont.

Fees can be paid online through Brightwheel. Brightwheel service fees are as follows:

Credit Card Fee - 2.80%

ACH Withdrawal - .80

Parents may also submit fees in the form of cash, check, or money order.

Tuition will not be refunded due to medical absence, severe weather, fire, hazardous material accidents, national emergencies, floods, pandemics, loss of power, or running water.

Butterfly Academy reserves the right to modify this agreement at any time; parents will be notified in writing should any changes be made.

Parent Pickup Policy (After School Students)

Parents must notify the administrator if their child will be a Parent Pickup at any time throughout the school year. Please call 254-200-9599 or email before 2:30 pm to notify Ms. Genesis or Ms. Gay.

A \$15.00 fee will be applied if notification is not received before 2:30 pm.

Absences

If your child is going to be absent, we encourage parents to access their child's feed through Brightwheel and mark absent or call 254-200-9599 or send an email to admin@butterflyacademy.info

COVID-19 Credit/Refund

Due to the higher risk of exposure and no mask mandate for the public, no refund/credit will be issued for any absences at this time.

Late Pickup Fee

Late fees are assessed beginning at 6:01 pm at \$2.00 per minute per child. Late pick-up fees will be posted to the parent account.

Late Payment Charge

A charge of \$30.00 ***per account*** will be assessed on unpaid accounts on the 2nd and 16th day of the month. Thereafter, a daily rate of \$15.00 will be applied to each account. After day three services will be terminated.

Anniversary Credit

Families will receive a one-week paid vacation credit on the anniversary date of their child's first year at Butterfly Academy. Parents with two or more children will receive up to a \$200.00 credit. The 5 consecutive days must be used at one time—for example, five consecutive days or one week, Monday through Friday. **Parents are required to submit a two-week written notice with dates intended for use listed on the Anniversary Request Form. No exceptions.** Parents are responsible for ensuring their account is up to date **before** the credit is applied. Credit will be applied to the student account on the last date listed on the request. Parents are still responsible for full tuition when their child is absent. Anniversary credit only applies to full-time students.

Drop-In Child Care

We offer drop-in child care on a day-by-day basis from 9:30 AM to 4:30 PM, Monday through Friday, for children ages 18 months to 4 years old.

Key Details:

- Lunch and snacks are provided.
- Reservations: Parents must call between 9:15 AM and 9:45 AM daily to secure an opening.
- Payment: Due at the time of reservation (cash or money order only).
- Required Documents: A current immunization record and physical must be provided, along with a completed enrollment form.
- Tours Available: Please call the number below to schedule a visit.

Rates:

- Drop-In Day Rate: \$60 per day
- Payment is required for all reserved days, even if the child does not attend. Once reserved, that spot is held for your child and cannot be filled by another.
- Hourly Care: \$15 per hour for the first child, plus \$5 per hour for each additional child.

For more information or to schedule a tour, please contact us at 254-200-9599

Maternity & Holding Position Policy

If a spot is available, you may hold a spot for your child by paying 50% of the weekly tuition rate.

Important Details:

- A spot can be held for up to 6 weeks at the 50% rate.
- Payment is due each Friday to maintain the hold.
- After 6 weeks, you must begin paying 100% of the weekly tuition to continue holding the spot.
- If full tuition is not paid after the 6-week period, the spot will be forfeited, and all payments made up to that point are non-refundable.

This payment ensures a reserved spot for your child until full enrollment.

Meals & Nutrition

Meals

Butterfly Academy participates in the Child and Adult Care Food Program. We do not charge an extra fee for meals or snacks. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to the USDA Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410, or call (800) 795-3272.

Meals will be prepared and served daily in a kitchen that is inspected by the State Health Department annually. Meals served daily will be breakfast, lunch, and snacks. Breakfast will contain grain, fruit, or vegetables. Lunch will include grain, fruit, vegetables, and meat. Snack (PM) will contain two items from a combination of the four food groups. Milk will be provided with breakfast & lunch. Monthly meals will be posted on the center's website at www.butterflyacademyhh.com.

We cannot force, coerce, or reward children in order to get them to eat their food. However, we can encourage children to try various types of foods. We cannot supply chocolate, almonds, cashews, or pea milk. We can serve whole milk, 1% milk, and soy milk. We cannot serve juice to children under one year of age. Sippy cups and water bottles must contain water only. Students are encouraged to drink water throughout the day to stay hydrated.

If you would like more information about the food program, please see Ms. Gay.

Bring Your Own Lunch

We have decided to make it a part of our monthly meal schedule. "Bring Your Own Lunch Day" will be the last Friday of every month. We encourage all classrooms to participate. Please ensure that you are following the MyPlate guidelines <https://www.myplate.gov/>. Lunch boxes must contain a cold pack to keep food fresh until lunchtime.

Meal Schedule

Nursery, Toddlers (Young Toddlers eat meals inside their classroom)

Breakfast – 7:30 – 8:30

Lunch – 10:30 – 11:00

Snack – 3:00 – 3:30

Two Class

Breakfast – 7:30 – 8:30

Lunch – 10:30 – 11:00

Snack – 3:00 – 3:30

Pre-Kindergarten Three and Four

Breakfast – 8:00 – 8:30

Lunch – 11:00 – 11:30

Snack – 3:00 – 3:30

Before and After School

Breakfast – 6:30 – 7:00

Lunch – 11:00 – 11:30

Snack – 3:00 – 3:30

Baby Food

Butterfly Academy participates in the Child and Adult Care Food Program. We provide Gerber brand foods Stages 1 & 2; Green Beans, Peas, Sweet Potatoes, Carrots, Squash, and Pumpkin. We also provide Yogurt Bites, Puffs, Lil' Crunchies, and Teethers.

Please ensure your child can tolerate the food and has no signs of allergic or physical reactions. If you choose to provide your child's meals, be sure to label each container with your child's first name and last initial.

Formula

We will provide **Similac Advance Powder Milk-Based Formula** in a blue container. If you would like Butterfly Academy to supply the listed formula, let us know at the time of enrollment. Parents are required to provide *specialized* formulas. Also, parents may supply baby water or bottled water. Otherwise, the formula will be prepared using water from the tap. Bottles must be labeled with the infant's first name and last initial.

Infant Nutrition

Parents are welcome to provide formula and or breast milk for their infants. If parents choose breast milk, please send the breast milk in individual bottles ready to be heated and fed to the child. Please ensure bottles are labeled with your child's first name and last initial.

Infant Feeding Record

All infants, six weeks to 12 months, are required to have an infant feeding schedule on file. This form must be updated every thirty days as the nutritional needs of the child change and the infant is ready for table food.

Breastfeeding Mothers

Butterfly Academy supports breastfeeding mothers and provides a safe and private room for nursing. According to the American Academy of Pediatrics, breast milk is the best for infants. If you're providing breast milk, please ensure all bottles are labeled with the child's first name and last initial.

<https://texaswic.org/breastfeeding>

Drop-off & Pickup

Drop-Off and Pick-Up Procedures

Morning drop-off begins from 6:30 am to 9:15 am. Parents will use the kiosk located at the entrance of the building to check their children in and out. Children checking in after 9:15 am must have a doctor's note upon arrival. Students receiving therapy off-campus must also have a doctor's note if arriving after 9:15 am. There is **no student drop-off** between 11:00 am and 1:00 pm. **No exceptions.**

Classroom learning begins at 9:00 am. **Pick-up** is at any time and is the same procedure as checking in for checking out. If someone other than yourself will pick the child up, please inform the front desk and ensure that the person is listed on their Approved Pickup list. Please inform the individual that they will be required to show proper identification before the child is released to them. If there are any changes that would impact this procedure, please inform us in writing or contact the front desk.

Mask Policy

Butterfly Academy supports the idea of having an open-door policy so parents can visit their children's classrooms and communicate with teachers daily. Parents, guardians, and authorized dismissals can drop off and pick up child/children in their assigned classrooms. With that said, as a private business owner, the mask policy will remain in effect. Parents, guardians, authorized release designees, staff, and students over the age of three are required to wear a mask at all times while inside the building. **Parents authorized dismissals, emergency release designees, contractors, etc., must supply their masks.**

Release of Children/Pick-up

Children enrolled in Butterfly Academy will only be released to authorized release designees. Authorized release designees are individuals parents have indicated on the child's enrollment form. Authorized release designees will be required to provide picture identification before the child is released.

Covid-19

Procedures for Protecting Against the Spread of Coronavirus

Controlling exposure to Coronavirus is vital to the health and safety of our children, families, employees, and their families. Sanitation practices are strictly enforced by this administration. *If you, your child, or someone close to you has been exposed to Coronavirus, please isolate and inform the administration if a child has tested positive for the virus.* If a parent tests positive for the virus, please make alternate arrangements for your child to be dropped off and picked up after the child has been cleared to return to Butterfly Academy. A written **negative** result signed by a physician is required to return to care.

If your child has any of the following symptoms that indicate a possible illness that may decrease the child's ability to learn and participate in daily activities or put them at risk of spreading illness to others, please keep him/her at home.

Otherwise, please check your child daily for the following symptoms.

- Temperature above 100.4 degrees Fahrenheit or higher
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for children with chronic allergic/asthmatic cough, a change in their baseline)
- Diarrhea, vomiting, or abdominal pain.
- New onset of severe headache, especially with fever.

Close contact or potential exposure includes

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with a confirmed positive COVID-19 test.
- Recent travel to or lived in an area where local officials are reporting an increased number of COVID-19 cases.

In addition to daily temperature checks, staff will conduct a health screening asking questions about your child's health; please be patient through this process. We are including the following:

- Face masks are required for children 3 years and up.
- Parents will be required to wear a mask while in the building.
- A hand sanitation station is posted in the lobby; please assist your child in sanitizing his/her hands before entering the middle area.
- Children with the ability to walk independently are to enter through the white door after health screening is completed.
- To a safe social distance, no more than three adults will be able to enter the lobby at one time.

Programs

Children learn best from adults with whom they have established a trusting relationship. Individual attention received in the early years of life is crucial to growth and development. We at Butterfly Academy work hard to maintain the same Early Childhood Teachers whenever possible. Our curriculum goal is to enhance learning in the following areas:

- Social/Emotional Development
- Cognitive Development
- Language Development
- Gross Motor Development and
- Fine Motor Development

Teachers give individual attention to children through cuddling, teaching, playing, talking, reading, singing, and holding.

Butterfly Academy offers six childcare programs for growing families. We offer engaging programs for children 6 weeks to 8 years old.

Nursery
Toddlers
Twos

Pre-K Three
Pre-K Four
Before and After School (Kindergarten-Third Grade)

Nursery

Individual attention is given to each infant, including playing, talking, cuddling, and holding. Multiple opportunities to explore outside the crib and classroom each day. Early Childhood Teachers provide opportunities for infants to develop in the following areas:

- Small muscle development - reaching, grasping toys, shaking toys, squeezing toys.
- Large-muscle development - pulling up, creeping, crawling, supportive equipment, quilts for floor time.
- Auditory stimulation - verbal communication, singing, soothing music.
- Visual stimulation - soft washable books and toys, unbreakable mirrors, and familiar objects
- Sensory stimulation - fabrics, textured toys, washable dolls, and toy animals.

Toddlers and Twos

At this age, toddlers are ready to explore their environment independently. Our Toddlers have opportunities to engage in activities that help development:

- Thinking and sensory development – stacking, nesting toys, puzzles with less than six pieces
- Small-muscle development – large crayons, large paint brushes, non-toxic playdough
- Large-muscle development - riding small toys, low-climbing, push and pull toys.
- Active play indoors and outdoors – dancing, running, climbing, walking.
- Language development – picture books, photos of familiar items
- Social-emotional development – dress-up clothes, dolls, housekeeping items
- Self-help skills – handwashing, feeding, toileting.

Threes and Fours

Butterfly Academy believes in the power of education. We believe children require a solid foundation to meet the challenges they will face. There will be daily assignments. Students will also have a folder to share between school and home. Student folders will contain daily tasks and communication from his/her teacher. Our program allows our students to build a solid foundation for future learning.

Butterfly Academy curriculum promotes activities that enhance growth and development in the following areas:

- Language and Literacy
- Knowledge Acquisition and Cognitive Thinking Skills

- Emotional Development and Social Competency
- Physical Well-Being and Fine and Gross Motor Development
- Music and Movement
- Creativity

Before and After School

In our Before and After School program, students can build upon their education outside of school by participating in various activities that will challenge them in fun and creative ways! Our program offers a caring environment that provides positive opportunities for children to play alone, in small or large groups, and in a relaxed atmosphere. Our building is checked daily to ensure that all areas are clean and free of safety hazards.

Butterfly Academy offers opportunities for students

- Complete homework support,
- Engage in group and active play,
- Explore creativity,
- Develop positive relationships,
- Develop a sense of belonging,
- Develop a sense of community.

Our staff provides each child with the space, encouragement, and materials they need to follow their passions. We create a positive community of friends with games, science projects, creative arts, and plenty of playtimes that are designed to improve social, emotional, and problem-solving skills.

Curriculum Butterfly Academy utilizes the Frog Street curriculum, which is a research-based curriculum that engages all learning styles. It is our goal to facilitate the development of young children ages birth through 7 years old. We provide the necessary tools for children to allow them to learn by utilizing play, planned activities, and self-discovery.

Developmental Checklists Butterfly Academy uses a developmental milestone checklist annually to support identifying developmental delays for children enrolled in care. The educator will take collected data and share those completed checklists with families.

Physical Activity Outdoor play is a regular part of the daily routine. Children should be prepared to play outside twice a day. 30 minutes in the morning and 30 minutes in the afternoon. If weather permits, outside recess will take place inside the building in the middle area.

Screen Time

Texas Minimum Standards prohibit children under the age of (2) from having **any** screen time during the day, including computers, tablets, and televisions. Children under 2 are not allowed to view any videos, movies, etc. Screen time for children over 2 years of age is restricted to less than 1 hour/per day.

Basic Care Items / Required Supplies

Below is a chart listing basic care items children need while in care at Butterfly Academy. Early Childhood Teachers will communicate with parents when supplies need to be replenished. For sanitation purposes, bottles, sippy cups, and water bottles are sent home daily to be sanitized. Blankets are sent home every Friday to be sanitized or sooner if needed. ***Please be sure to label your child's personal items, such as diapers, wipes, creams, baby water, baby food, blankets, bottles, cups, etc.*** Shoes should be comfortable and provide adequate protection for the feet while in Butterfly Academy care. Flip-flops, slip-on shoes (without the protection strap on the back of the shoe), and open-toed sandals are prohibited as they present a safety hazard.

Required Supplies

	Diapers/ Pull-Ups	Wipes	Cream	Pacifier	Blanket	Sippy Cup	Water Container	Change of Clothes
Infants	√	√	√	√	√			√
Toddlers	√	√	√	√	√	√		√
Twos	√	√	√		√	√		√
Threes	√	√			√		√	√
Fours					√		√	√
B/A School							√	√

Brightwheel Notifications

Parents will receive the following notices from teachers through the Brightwheel app throughout the day.

	Diaper Changes	Supplies Needed	Meals	Bottles	Naps	Potty Training	Our Day	Misc.
Infants	√	√	√	√	√		√	√
Toddlers	√	√	√	√	√		√	√
Twos	√	√	√		√	√	√	√

Threes		√	√			√	√	√
Fours		√	√				√	√
B/A School		√						√

Diapering

Diapers are changed every two hours or sooner if needed. Then, documented upon completion of the task. Handwashing procedures are completed after each diaper change or assistance with toileting.

Clothing

Children must have a complete change of clothing, clearly marked with the child’s name, left at Butterfly Academy. Children need to be dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for daily outdoor playtime. Accidents can happen, even for the older preschoolers, or if they get wet on the playground.

Personal Toys

Students are discouraged from bringing personal toys to child care; exceptions include assigned Show-N-Tell days which vary by class.

Birthdays

We welcome the celebration of birthdays. We celebrate birthdays during snack time (3:00 PM to 3:30 pm); cupcakes provided must be store-bought.

Class Celebrations

All items donated must be store-bought. A signup sheet will be posted in the lobby.

- Valentine’s Day – February 14, 2024
- End of Year Party – May 17, 2024
- Fall Fest – November 15, 2024 (subject to change)
- Christmas Party – December 20, 2024

Quiet Time and Naps

Naptime periods are as follows:

- Toddlers - 11:00 – 1:00
- Twos - 11:00 – 1:00
- Threes - 12:00 – 1:00
- Fours - 11:30 - 12:30

If a child chooses not to nap, he/she may engage in quiet time activities on his/her cot during this period.

There will be no child drop-off during the quiet & nap times. Please make arrangements to drop your child off before 11:00 am or after 1:00 pm.

Infant Sleep Requirement

Infants enrolled in our Nursery program are assigned a crib. Cribs are not shared with other infants. For safety, infants are placed on their backs inside the crib when sleeping. No additional equipment, such as a blanket or stuffed animal, is allowed in the crib with an infant under one year of age. Infants do not have a scheduled sleep time. Infants can sleep anytime during their time with us.

Sleep Sacks

Infants may be placed in a sleep sack during naptime; however, their arms and legs **cannot** be bound, swaddled, or restricted. The child must be able to move his/her arms and legs freely. Examples of sleep sacks are pictured below. Please see Ms. Gay if you have any further questions.



Behavior Management

Positive discipline and guidance are key to success and an important part of development. Consistency, along with appropriate social interactions, helps guide behavior. Positive reinforcement, along with redirection and parental support, results in desired behaviors welcomed at Butterfly Academy.

Butterfly Academy staff willingly and freely give:

- Hugs,
- High fives,
- Cuddles
- words of encouragement
- Give praises.
- Make your child feel important,
- Celebrate milestones.

Expulsion/Suspension,

Unfortunately, there are times we may have to expel a child from our program either on a short-term or permanent basis. The staff and administration at Butterfly Academy will do everything possible to work with the child and family in order to prevent this policy from being enforced. The following reasons may constitute dismissal from our programs:

Immediate causes:

- The child is at risk of causing injury to other children or him/herself.
- Parents exhibit verbal abuse to staff in front of enrolled children,
- Parents threaten physical or intimidating actions towards staff members.
- Inappropriate behavior is clearly out of character in relation to Butterfly Academy's goals for children in our care.
- Bullying
- Inappropriate language
- Fighting

Parental actions for dismissal:

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms, including immunizations and physicals.
- Habitual tardiness when picking up your child.

Child actions for dismissal:

- Failure to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting
- Habitual lack of regard for Butterfly Academy's safety rules, classroom rules, policies, and procedures

Biting Policy

We understand when toddlers are in a group setting, biting can occur. We know and accept toddlers' bite others for many different reasons; however, we believe biting is never the right thing to do. Our goal at Butterfly Academy is to help children who are bitten feel better by giving them care, support, and advice on handling themselves in a threatening situation. We also teach children who bite more appropriate behaviors. Our biting policy addresses actions staff will take if a biting incident occurs and the consequences if the issue is not resolved.

The following steps will be taken if a biting incident occurs:

- The action will be interrupted with a firm, "No! That hurts!"
- Staff will remain calm.
- Staff will report the incident to the Administration.
- The bitten child will be comforted.
- The biter will be removed from the situation.
- The wound will be assessed by the teacher and cleaned with soap and water.
- The biter will be spoken to on their level in a loving but firm manner, " You cannot bite your friends. Biting hurts. We do not bite our friends.
- The parents will be notified of the biting incident.
- Appropriate forms will be completed.

When your child has bitten another child:

Classroom staff will work together with parents and try to reach the cause of the biting in order to deter future biting occurrences:

- Chart the location
 - Who was involved
 - time
 - other behaviors
 - Staff present and circumstances
1. Parents will be notified of the biting incident, and pickup will be required.
 2. Parents will be expected to work with staff in training the child to use appropriate behavior.
 3. When a biter has been identified, for the safety of the biter and others, when one teacher is on the floor, the biter will be in a designated place. The child will have the opportunity to interact with friends and the teacher, but movements will be limited for a short period of time.
 4. After a second biting incident, the Director will meet with the parents to review our written behavior improvement plan and offer resources for assistance. Our biting policy will be reviewed and/or prepared for the possibility of dismissal. We will work closely with the child in hopes of guiding them quickly past this stage.
 5. After multiple biting incidents, the child will be unrolled from Butterfly Academy if deemed in the best interest of the child and others.

Guidance Strategies

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can disrupt a child's learning ability and can also teach the child to be unkind to others. Teaching children self-discipline is a demanding task. When interacting with young children, staff should ask themselves the following questions:

“Am I...”

- Validating feelings?
- Asking open-ended questions?
- Encouraging problem-solving?
- Respecting children's choices?
- Using praise and positive reinforcement?
- Talking with children – not at them?
- Circulating throughout the classroom?
- At the child's eye level?

Causes of Misbehavior

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Below are some of the possible reasons why children misbehave....

- Children want to test whether caregivers will enforce rules.
- They experience different sets of expectations between school and home.
- A child does not understand the rules or is held to expectations that are beyond their developmental levels.
- They want to assert themselves and their independence.
- They feel ill, bored, hungry, or sleepy.
- They lack accurate information and prior experience.
- They have been previously "rewarded" for their misbehavior with adult attention.

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other teachers have not expected. However, there are many positive steps teachers can take to help prevent misbehavior.

- Set clear, consistent rules. (e.g., walking feet; gentle touches)
- Make certain the environment is safe and worry-free.
- Show interest in the child's activities. (e.g., participating in activities with the children, so they stay interested for longer periods)
- Encourage self-control and independence by providing meaningful choices. (e.g., "You may pick up the blocks or art center.")
- Focus on the desired behavior, rather than the one to be avoided. (e.g., "Ashley, please use gentle touches with your friends.")
- Build children's images of themselves as trustworthy, responsible, and cooperative.
- Give clear directions, one at a time.
- Say "Yes" whenever possible.
- Notice and pay attention to children when they do things right. (e.g., "Joey is playing so nicely. I like it when you keep the blocks on the table.")
- Encourage children often and generously.
- Set a good example. (e.g., using a quiet voice when children should be quiet)
- Help children see how their actions affect others.

Responding to Misbehavior

Below are resources to use to respond to a misbehaving child. All rules should be explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.

- **Redirection**

This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity.

- **Logical consequences**

These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related.

- **Participate in the solution.**

If a child damages something, he/she needs help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that.

- **Natural consequences**

Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book and therefore must find a way to replace it. Only use natural consequences when they do not endanger the child's health or safety.

- **“Take a break” or “Calm down, chair.”**

In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to “take a break” or sit in the “calm down chair.” This strategy gives the child a chance to calm down, regain control, and reflect quietly on his/her behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm-down chair. If these actions do not help in reducing or changing behavior, the following will take place:

- 1. Staff will report behavior and what strategies have been attempted to the Director and/or Executive Director.
- 2. The Director and/or Executive Director will observe the child and meet with the Lead Teacher to develop a behavior management plan.
- 3. The behavior management plan will be discussed with the parent and then put it into practice.
- 4. The Director and/or Executive Director, Lead Teacher and

Assistant Teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made. **Suppose a child’s behavior becomes threatening to themselves. In that case, other children, staff, or teachers, the child will be removed from the classroom and possibly the program for a period of time or Termination of service.**

Discipline and Guidance

The administration and staff at Butterfly Academy believe in positive reinforcement and redirection when guiding children or dealing with inappropriate behavior. The following types of discipline and guidance are **prohibited**:

- Corporal punishment or threats of corporal punishment.
- Punishment associated with food, naps, or toilet training.

- Pinching, shaking, or biting a child.
- Hitting a child with a hand or instrument.
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child.
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or darkroom bathroom or closet.
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

Potty Training

Due to logistics, potty training begins when students are assigned to our Twos B class. Teachers will not force children to potty. However, we will use words of encouragement. Students must meet the following criteria:

- Recognize when he/she has to use the potty
- Verbally communicate or able to clearly demonstrate the need to potty
- Must be able to sit on the toilet willingly (**students will not be forced**)
- Developmentally and physically ready
- Pullups mimic the up and down motion of undies (required)
- Teachers will communicate when students are ready for undies. Several changes of clothes will be required **AFTER** the child has successfully transitioned to undies.

Parents must be willing to implement the same schedule between home and school, report changes at home to teachers, and reevaluate based on teacher communications.

Parent Participation

Throughout the year, children will have different celebrations, such as birthdays, Valentine's Day, and Christmas celebrations. Parents are encouraged to participate in these celebrations by signing up to volunteer, plan, donate treats, etc.

Parent Notification Procedures

In case of an emergency, parents will be contacted immediately. If there is cause for evacuation, children will be moved to an off-site location. Parents will be contacted via Brightwheel and given directions on where to pick up their children. Listed below are ways that Butterfly Academy may communicate with parents: -

- Through email notifications
- Written memos placed in your child's weekly folders
- Smartphone notifications through Brightwheel

Parent Conferences

Conferences are offered to parents two times a year. Parents can also request a conference to discuss any concerns on an as-needed basis. During conference time, each parent will receive information on

their child's development and have the opportunity to set goals with teachers based on the results from the developmental assessments and Child Observation Record conducted by the teacher

Health & Safety

Illness and Exclusion Policy

Butterfly Academy reserves the right to exclude a child who exhibits signs of infectious disease or illness. Parents are contacted immediately if a child becomes ill while in care.

Signs and symptoms of possible severe illness include

- Lethargy
- Abnormal breathing,
- Mouth sores,
- Uncontrolled diarrhea,
- Two or more vomiting episodes
- Rash with fever
- Mouth sores
- Changes in behavior
- Temperature above 100 degrees,
- Other signs that a child may be ill.

The exclusion policy is also determined by:

- Whether or not the child can participate in the activities planned for the day in his/her classroom
- Whether or not the child requires more than the staff can provide without compromising the care needs of the other children
- Whether keeping the child in care will pose an increased risk to other children and adults at the center

Children must be fever free a minimum of 24 hours before returning to care. If a child is excluded from care due to illness, a doctor's note will be required for the child to return. For contagious infections, such as Hand, Foot & Mouth, Head Lice, Ringworm, or Conjunctivitis, Butterfly Academy Administration reserves the right to allow the child to return to care.

Daily Health Checks

This policy outlines practices and procedures to ensure the health and safety of all children enrolled at Butterfly Academy. The policy sets forth the need for, and description of daily health care checks upon the arrival of each child and whenever a change in health status occurs while at the center.

By following the policy of performing a daily health care check on each child, parents/guardians of children enrolled at Butterfly Academy can be assured of the quality of care.

Daily Health Checks cont.

The daily health check is a way for child-care staff to check a child's well-being and monitor any changes in the child's health status while at the center. A trained staff member, upon the arrival of each child, will

perform the daily health check. Temperatures will be taken at the time of drop-off. If the child's temperature is 100.4 or above. It will be determined by center staff, not parents/guardians, upon completion of the daily health check whether the child remains in care for the day. The daily health check is performed before the parent/guardian leaves the child at the center. If the child's health status changes throughout the day:

- The child will be removed from the classroom setting.
- Parents will be notified of the child's health status, and the **child must be picked up immediately.**
- Personal items will be sent home for sanitation (clothes, cups, bottles, blanket).

Infectious Disease

Parents are informed through written communication of an outbreak, such as Lice, Hand-Foot, and Mouth, and other infectious diseases. Children will be able to return once the parent has provided written documentation from the child's physician **and** the Director has had the opportunity to examine the child.

Medication Dispensation

Parents must provide written authorization to administer medication. A physician must prescribe medications. **Medication must be in the original container, contain the child's name, and have instructions printed on the pharmacy label.** Expired medications will be returned to the parent. **Oral over-the-counter medications will not be administered.** Topical ointments, such as diaper cream, sunscreen, and insect repellent, can be applied with written/oral authorization by the parent. The parent must provide items. **DO NOT PUT MEDICATION IN A CHILD'S CUP. THIS CAN BE HARMFUL TO OTHER CHILDREN.**

Sunscreen/Insect Repellent

Sunscreen lotion and or insect repellent is recommended and **provided by parents only.** With parent request, Teachers will apply sunscreen or insect repellent to the child's skin before engaging in outdoor play.

Medical Emergencies

In case of a medical emergency, first aid will be given, and parents will be notified immediately. If needed, 911 will be contacted; necessary information will be provided to emergency medical personnel.

Inclement Weather

The Executive Director and Director will monitor any inclement weather and contact staff in regard to any closure. Severe inclement weather closure will be posted on local Channel 10 KWTX and through Brightwheel.

Emergency Preparedness

Fire drills are conducted monthly, and severe weather and lockdown drills are conducted quarterly. Fire and severe weather drills are practiced at various times during the month and days of the week to ensure staff and children are prepared and know how to respond in an emergency. In severe weather, such as tornado warnings, staff will escort children safely to the large restrooms, where staff and children will remain until an all-clear signal is given.

If children and staff must evacuate the building, children will be walked to Baylor Scott & White, located at 907 Mountain Lion Circle, Harker Heights, Texas, 76548. Once children are safely evacuated, parents are notified by text via Brightwheel.

Evacuation Plan

In the event of a fire, extreme weather, center emergency, bomb threat, or any other event that requires evacuation, staff will proceed as follows:

1. The director/Owner or designee will dial 911, indicate the need for assistance, retrieve the emergency pack, and assist with evacuation.
2. Providers caring for Toddlers and Preschool-age children will line up children, perform a headcount, retrieve the roster, and then proceed to the evacuation route.
3. Infants will be placed in a group of four in the designated emergency cribs, and providers will proceed to the evacuation route.
4. Providers will evacuate to the designated safe area and, upon arrival, perform a headcount matching name to a face.
5. Once at the designated safe zone, the administrator will communicate with each provider to verify all children are present.
6. Providers and children will remain in the designated area until otherwise instructed.
7. No one will be able to reenter the building until local authorities have cleared the building.
8. The Director/Owner will secure the building and be the last to exit the building.
9. The Director/Owner or designee will communicate with parents and local authorities.

Evacuation Location

Baylor Scott & White 907 Mountain Lion Circle, Harker Heights. Texas 76548

Inclement Weather

Severe inclement weather closure will be posted on local Channel 10 KWTX and through the Brightwheel App.

Referral Program

Parents will receive a \$50.00 credit for every parent they refer to Butterfly Academy. The referred parent must officially register their child after January 1, 2023, for the credit to be received. The credit will be applied to the account.

Resource

Minimum Standards for Child Care Centers

Early Care and Education is licensed and regulated by the Texas Department of Family and Protective Services. We follow the Texas Minimum Standards for Child Care Centers. Parents may review a copy of these standards in our front office or view the standards online at www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp

Emergency Contacts:

Fire - 911

Police - 911

EMS - 911

Texas Abuse and Neglect Hotline- 1-800-252-5400

Texas Poison Control - 1-800-764-7661

Texas Workforce Solutions - 254-200-2000

300 Cheyenne Dr.

Killeen, TX 76548

Butterfly Academy

903 Mountain Lion Circle, Ste 100

Harker Heights, TX 76548

254-200-9599

Butterfly Academy Too

905 Mountain Lion Circle, Ste 600

Harker Heights, TX 76548

254-213-1223

Butterfly Academy Acknowledgment Page for Parent Handbook

Thank you for entrusting Butterfly Academy with your child’s care and early development. To ensure a safe, enriching, and supportive environment, we provide a comprehensive Parent Handbook. This guide outlines all the policies, procedures, and expectations that help us operate effectively and with each child’s well-being in mind.

Handbook Contents

The **Parent Handbook** includes essential information on:

- **Enrollment and Attendance Policies:** Guidelines for registration, attendance, and absence reporting.
- **Tuition and Fee Structure:** Detailed information about payment schedules, late fees, and refund policies.
- **Daily Schedule:** An overview of daily routines, including mealtimes, nap times, and activity periods.
- **Health and Safety:** Policies on illness, medication, hygiene, and emergency preparedness.
- **Behavior and Discipline:** Expectations for behavior and the positive reinforcement strategies we use.
- **Parent Communication:** Channels for regular updates, including parent-teacher meetings, newsletters, and progress reports.
- **Drop-Off and Pick-Up Procedures:** Authorized pick-up protocols, late pick-up fees, and safety precautions.
- **Parent Involvement:** Opportunities for participation in activities, events, and feedback.

Acknowledgment of Handbook Receipt

By signing this acknowledgment, you confirm that you have received, read, and understood the **Parent Handbook**. Familiarity with these guidelines enables us to partner with you effectively, ensuring the best experience for your child.

Please keep the handbook for reference throughout your child’s enrollment at Butterfly Academy LLC. Should you have any questions or need further clarification, our team is here to assist.

Parent/Guardian Signature: _____

Date: _____

Thank you for your cooperation and commitment to supporting a positive childcare environment at Butterfly Academy LLC!