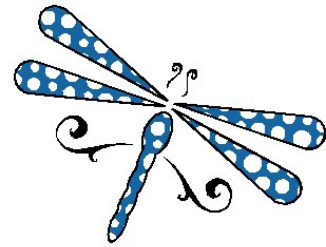


Butterflies & Dragonflies

Learning Center & Child Care



466-KIDS



www.butterfliesndragonflies.com

“Like” us on Facebook

We are proudly a STAR RATED child care facility

This hand book is designed to answer questions about your child while they are in care of B & D Learning Center & Child Care. Please refer to this hand book and the guidelines are subject to change.

Butterflies & Dragonflies motto is:

You will be at ease knowing your child is learning, growing and Most of All.....BEING A KID!

WE ARE OPEN MONDAY-FRIDAY 6:00AM-6:00 PM

Please be aware we OPEN the doors at 6:00am and close at 6:00 pm

If anyone is late, a fee will be added to your account of \$5.00 minute/Per Child and is required to be paid ASAP

**B & D uses Melaleuca products for cleaning our facility.
B & D Uses DO Terra Essential oils in our facility**

Butterflies & Dragonflies Learning Center & Child Care is a proudly participating in the QRIS, (Quality Rating and Improvement System)

MEDICATIONS

***WE REQUIRE A DOCTORS NOTE FOR ALL MEDICATION TO BE
DISPENSED WHILE IN OUR CARE***

If your child is on any medication and it must be administered while at Butterflies & Dragonflies, the medicine must be in the original container and labeled with your child's name, doctor's name and name of Medication, dosage and when it is administered. You will need to fill out a form that is located in the office, so we will know all the information as to when to give the medication to your child. You have signed a verbal agreement for Tylenol or Motrin. We will call you if we have to administer these. We will document the time, the staff member who administered the medicine. Also if your child is on any type of medication that are required daily such as a nebulizer, we require a doctor's note.

DIAPERING

The diapering area surface is waterproof and free of cracks. After using the changing area, it is cleaned with Melaleuca products and sanitized. The Child Care Provider's and Child's hand are washed with soap and water and dried with paper towels. Diapers are changed as needed and checked often. Creams and ointments are not used routinely, only as needed. If we have to apply any creams we will let you know. These items are only supplies by the parents such as diapers, wipes, and creams we only use these items on your child and we don't share them with other children.

TOYS

Each toy is disinfected at the end of the day. All toys are kept in a safe manner and are age appropriate for the child's class. Any broken toys are thrown away to ensure the safety of the children.

PROPER ATTIRE

Child's Play is messy work. Your child will be playing outside, with chalk and other various activities. Please dress your child appropriately. We will not be responsible for your child's clothes. The children will participate in ALL activities regardless of dress. ALL children are required to take off their shoes upon arrival to B & D, this will help save little fingers and keep our carpets clean.

IDAHO WEATHER/IDAHO WISE

We are aware of how unpredictable Idaho weather can be. We know that weather and driving conditions can cause late pick ups. This is unavoidable, but please try to remember that the employees still need to be paid when you are late and they are losing precious time with their family. Please pay close attention to the weather when you are picking up your child.

If you are late because of the conditions, please call right away. You will be charged the appropriate fees and you may be asked to find new child care. The late fee for pick up or if you drop off earlier than scheduled is \$10.00 per child, if you pick up your child after 6:00 pm you will be charged \$5.00 a minute per child. This fee must be paid immediately, or we will not provide child care for you till it is paid.

PRESCHOOL PROGRAM

Butterflies & Dragonflies is proud to offer a preschool program all year long. This program targets children ages 18 months to 5 years. The Toddlers and for the Preschool, consisting of themes, shapes, numbers, colors and several other activities. There are many learning stations in our child care center. The “*Housekeeping*” (*dishes, babies, kitchen and washer and dryer*), *Block Play, Cars/Trucks, Puzzles, Library Time, Dramatic Play, Music Time and Much More*. Children actively learn while playing... We do fun activities for our infants, such as reading out loud, Singing Songs and “*Tummy Time*” and just hanging out with them as well as loving and nurturing them, please look on our website to see the official site of this curriculum.

POSITIVE GUIDANCE POLICY

We work with parent/guardians of children in our care to determine the cause of misbehavior and deal with behavior using positive response practice. We focus on teaching children appropriate behavior. We do not use threat or bribes; however we do use cool down and/or redirection when we feel the child needs a break from the group. Physical punishment will not be used, even if requested by the parent.

The following methods will be used in Butterflies & Dragonflies:

- *Encourage children to solve the problem themselves
- *Intervention and discussion
- *Re-direction to another area to play (re-focus)
- *Loss of Privileges
- * Cool Down time

When a child is being disciplined, it will be discussed between Teacher and Child and then With Teacher and Parent on different ways to prevent the situation from happening again.

BIRTHDAYS

Each child's birthday is his/hers "*Special Day*". We will celebrate everyone's birthday. We ask the parents to bring a birthday treat for all the children in the center. We will have a total count for you.

CHANGE OF CLOTHES

For every child we would appreciate it if they have a change of clothes left here at the center in case of an accident, from potty training to playing outside. Please place the clothes in a zip lock bag with your child's name on it. We will store them in a Tupperware bin for their class until needed. (*Weather appropriate PLEASE*) ***if we don't have a change of clothes we will call you so be prepared !!!***

LEARNING EXPERIENCE AND PLAYTIME

Attending Butterflies & Dragonflies should be an enjoyable experience for your child as well as the parents and care givers. While here, your child will be in contact with many kinds of learning experiences, including but not limited to:

- *Arts & Crafts*
- *Music*
- *Story Time*
- *Large and Small muscle Play*
- *Self Initiated Play*
- *Numbers & Counting*
- *Letter Recognition*
- *Weekly Themes*
- *Weekly Painting Time*
- *Recess and Much More*

Parents can be confident their children are being well cared for in a safe and cheerful environment. Parent involvement is encouraged and maintained through an "*Open Door Policy*". Parents may visit the center in person at any time. Please take note that NAP (rest) TIME is from *1:00pm-3:00pm (***For ALL ages, rest time is required***) If you need to pick up your child during this time, please let us know. *(12:30pm is for the Toddler Class)

TOILET TRAINING

We will help with your child's toilet training. Here are a few pointers to help you with getting your child started.

1. Language Skills, the ability to say, "*Potty*" or some other term which indicates that your child needs to use the bathroom.
2. An interest in staying dry or clean
3. Staying dry during nap time

It is NOT a good idea to dress your child in overalls, pants with difficult fasteners or onesie. This will be frustrating for your child. Your child's readiness is something we can discuss because consistency between us is very important. This is a "*special time*" for your child, a sign that he/she is "growing up". Toilet training should be a good experience, Please never punish your child for an accident.

NAP TIME

All Children will be required to have a "rest" time. If your child has a special blanket or stuffed animal that he/she sleeps with, please send it along. However, please leave pillows at home. We would like to ask that you please avoid picking up your child during the "Nap" time as it disturbs the other children. NAP TIME is *1:00pm -3:00pm and 12:30pm for Toddlers.

PARENT/CARE GIVER COMMUNICATION

We will maintain an open stream of Communication with you regarding your child and issues, if any, surrounding your child care by means of daily discussion or electronic messages when necessary, as well as a Monthly Newsletter on our Website...

Any News involving changes in policies will be communicated verbally and in writing.

MEALS

To meet the nutritional needs of your child, we serve well balanced meals and snacks, we are NOT on the food program.

Breakfast: 7:15 am-7:45am

Morning snack: 9:30am-10:30am

Lunch:

11:00 am-Infants Class

11:00 am- Toddlers Class

11:30 am- Preschool Class

Noon- Pre K and School Aged Class

After Rest Snack: 3:30pm-4:30pm

If you want your child to eat here, they need to be at B & D, Breakfast will be served as children come in until 7:45 am

All children will be served the same kind of meal and will be served according to age. If your child needs to eat certain food you will need to supply those foods for them. Thank you.

Butterflies & Dragonflies accept and supports breast feeding mothers and babies.

TRIAL PERIOD & WITHDRAWAL

A two (2) week trial period will be given, upon enrollment, to determine the suitability of the arrangements. If at anytime during the two weeks, the arrangement has not proven workable, then you will be given two (2) weeks to find alternate care. Butterflies & Dragonflies also has the right to terminate, with the same notice, if we feel that it is not working out or is affecting the care that we are giving to other children. Butterflies & Dragonflies reserves the right to dismiss any child causing harm to staff or other children, by either verbally or physically. WE DO REQUIRE A TWO (2) WEEK WRITTEN NOTICE IF YOU INTEND TO WITHDRAW YOUR CHILD FROM B & D. The two (2) weeks notice is to be paid in advance. Please look at your child care contact. We will make reasonable efforts to work with parents before dismissal.

ILLNESS & SICK POLICY

The health and well being of all children here is the utmost importance to us. It is for the protection of the children and staff that we must insist on a strict adherence to our health policy. Please read it carefully. If you have any questions or concerns regarding the statements it contains, please discuss them with us. So not wait until your child is sick. If your child is sick with a fever, vomiting, tired, cranky, excessive runny nose, or contagious, they will NOT be allowed to enter the child care center. If your child visits the Doctor and they are on medication, they must be on it for 24 hours until they can enter the facility; we require a Dr.'s note to return back to the facility.

Here are some conditions that will exclude your child from attending Butterflies & Dragonflies until they have recovered.

- *Infectious Conjunctivitis*
- *Infectious Diarrhea*
- *Impetigo*
- *Chicken Pox*
- *Hepatitis A*
- *Lice*
- *Ringworm*
- *Strep Throat*
- *Hand, Foot and Mouth*
- *Any other illness that is Contagious*

IMMUNIZATIONS POLICY

Each child is required by State Law to have a copy of their immunization record on file. If your beliefs don't allow for this, then we need a note from you AND your Doctor for our records. Our Policy is, we need records, the day they start B & D, or your Child will NOT be allowed to attend until their record is on file. If your child doesn't get immunized, you will need to sign a consent form that we have on file that is approved by the Health Dept.

BOO BOO REPORTS

"Boo Boo Reports" are reports that are filled out when anything happens to your child, by either staff or another child or anyone in the center. You will need to read over the "Boo Boo Report" and sign the parent signature line, the report will then be placed in your child's file.

OTHER SICK POLICIES

It is our policy at Butterflies & Dragonflies to do daily health checks on the children as they enter the child care center or the classrooms upon arrival and through out the day, if we feel they are not well we will call you and ask you to either pick them up, this will be a case by case issue.

If your child becomes sick while in our care, we will require that you pick up your child within ONE (1) hour.

RUNNY NOSES- Children with constant runny noses that are not caused by allergies may spread germs everywhere, wipe their noses on their hands, then rub them on other children, toys and other play surfaces; this is a difficult one to call. Please keep in mind how you would feel if another child's parents brought their child to our child care facility and exposed your healthy child. These cases will be handled on a case by case basis. Also, once cold season starts you will be asked to supply Kleenex.

VOMITING OR UPSET STOMACH-A child who has been vomiting can easily spread germs. If your child vomits while at child care, you will be expected to pick them up within one (1) hour. If you are not able to pick them up, please call to make arrangements to have someone else pick them up. The child must stay at home until 24 hours has passed with no vomiting episodes.

FEVER-A fever is a sign that the body is fighting some problem. The importance of a raised temp depends on what is causing the fever. A temperature of 100 degrees or higher means a child should stay home. In the event of this type of temperature the child should not come to child care until the temperature has gone down to normal. Please use your discretion on this.

LICE-If your child has lice they can NOT enter the facility until they are treated and 24 hours has passed. If we find your child has lice while here at our child care facility, we ask you pick up your child immediately. Upon returning, your child MUST be checked by a teacher who is on duty, BEFORE they can stay.

CHICKEN POX- If your child has chicken pox, they can NOT enter the facility until treated and 7 days have passed. If we find your child has spots or a rash resembling chicken pox, we will ask you to pick up your child.

HAND FOOT AND MOUTH- your child will not be able to attend child care till they are not contagious. And they are cleared by a doctor's note.

Upon arrival, staff at Butterflies & Dragonflies will do a daily health check on your children, for any health issues and your child may be sent home if we find any.

ABSENTEEISM & ILLNESS

If your child is ill or will not be attending child care, please call before expected arrival or by **10:00am**. You are still charged if your child is in care or NOT, but we need to keep a current attendance count on all kids each day. This is a safety issue. You can call anytime after hours to leave a message if your child will not be in child care the next day.

If you are having someone else pick up your child, please let us know as soon as possible. We will need to know the name of the person and please let them know they will have to show their ID in order for us to send the child with them. If anyone tries to pick up your child and you HAVE NOT called, we will notify you immediately and the child will not be allowed to leave till we your permission.

If your child becomes ill while at Butterflies & Dragonflies, he/she will be isolated from the other children and one parent will be called to pick up your child with in one (1) hour. If we are unable to contact a parent we will call the designated emergency contact person. The child will be unable to remain in child care if ill, and we will expect them to be picked up within one (1) hour. If your child is unable to go outside, please notify us, we will make every effort to accommodate, but please know he/she may miss out on an activity. Should your child require a modified diet, then you WILL be asked to supply the meal for your child.

CHILD CARE EXPECTATIONS

Please go over this section with your child, so they will know what is expected of them while at Butterflies & Dragonflies Learning Center & Child Care. We expect all children (age taken into consideration) to know the rules at school. These rules will be quite similar to the ones you have at home.

Our goal here is to have fun while learning. We want Butterflies & Dragonflies Learning Center & Child Care to be a safe, fun, learning place for your child.

OUR RULES:

**WE 100% do not tolerate any bullying of any kind at
Butterflies & Dragonflies**

- *No hitting or biting, pushing or kicking
- *No throwing or intentionally breaking anything
- *No running, jumping or wrestling inside the center.
- *No child will be allowed to pick up ANY of the babies
- *No name calling, teasing or bullying.
EVERYONE is treated with RESPECT
- *No food or drink brought into the building
(except those approved)
- *NO PLAY GUNS OR KNIVES ALLOWED! NO EXCEPTIONS!
- *No Gum
- * No Electronics for any child as it causes issues with other
children. (unless medically required)

Sometimes at pick up, the children seem a little rowdy, we expect all the children to treat both the parents and the staff with Politeness and Respect. The rules will be enforced all day long.

FIRE ESCAPE PLAN

We will practice our fire escape plan once a month. Please note the fire escape plan posted by all doors. If you have any questions or concerns, please ask Shauna or Deana.

REFERRALS

We have a policy & procedure to give referrals to our families for outside support to address the needs and or concerns, we may follow up on these referrals out comes to better to our families.

DOCUMENTING

Butterflies & Dragonflies will document all children's developmental growth, strengths and challenges once a month, so we may better be able to help them in these areas.

Butterflies & Dragonflies will document a monthly growth, strength & challenge on each child and this information will be shared at Parent, teacher conferences.

UPDATES WITH FAMILIES

As a new family, we at Butterflies & Dragonflies has a policy & procedure that we will check in with you to get an update on our services to you and get feedback to from you, after 2 weeks. We also will be doing this on a monthly basic from all of our clients either in person or by calling. And if you ever have any concerns or comments please let us know, we only can grow better if you share your thoughts with us.

EXTRAS

Each child will be required to bring a list of all items according to their age group. The list is in your enrollment packet. We have a policy & procedure that includes the opportunity for parents to meet with staff alone about your child, we would have to schedule this time as we aren't able to do this while they are watching the children, but we will be able to reasonably accommodate you.

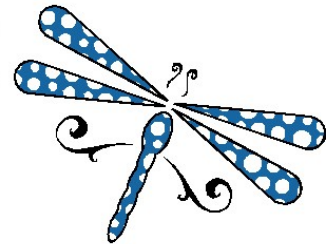
It is Policy at Butterflies & Dragonflies that staff is required to take training in order to maintain employment with us. Our staff goes through extensive training in many areas and must have a criminal background check and CPR and First Aid each Year. They must take 15 hours of Idaho Stars approved training each year.

Butterflies & Dragonflies

Learning Center & Child Care



466-KIDS



Policy & Procedure is that:

We welcome all children.

“We are committed to caring for all children. If your child has a disability or other special needs we will do everything we can to accommodate their needs.”

We will also make reasonable accommodations in the family's primary language

**YOU'RE RETURNED CHECK WILL BE
CHARGES A PROCESSING FEE OF
\$30.00**

**Not paying your child care bill will result in dismissal from our
Center.**

EXTRA ACTIVITIES

**WATER WEDNESDAYS-SUMMER TIME
INFLATABLE FRIDAYS-SUMMER TIME
FIELD TRIPS FOR SCHOOL- SUMMER TIME**

Butterflies & Dragonflies Learning Center and Child Care would like to thank you for your business and trusting is with your child (ren).

~B & D STAFF BIO~

B & D staff are all in the Idaho Stars PDS program. Each teacher takes pride in this career that they love. Teaching children at this age requires lots of love and patience. All B & D Staff has a Full Criminal Background check & CPR & 1st Aid, and Attends required classes yearly. If you ever have any questions, please do not ever hesitate to talk with Shauna or Deana. We are here for you and you're Family☺

Shauna Cummings

Owner-615-1906

Deana Cabrera Director-880-9646