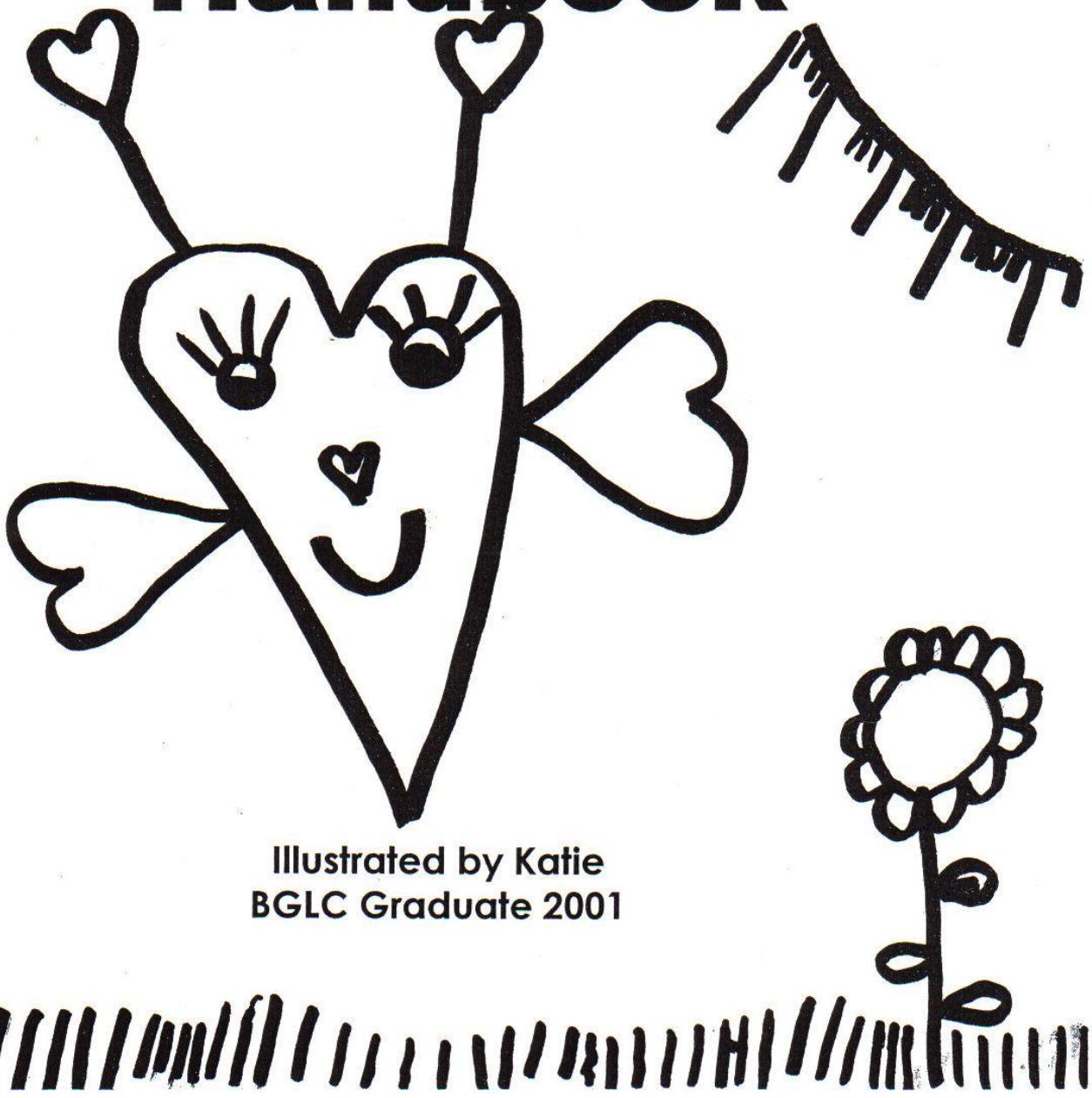
Butterfly Garden Learning Center Handbook



Illustrated by Katie
BGLC Graduate 2001

2027-2028 Parent Handbook

Butterfly Garden Learning Center, Inc.
12546 West 159th Street
Homer Glen, IL 60491
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www.butterflygardenlc.com

Dear Parent,

Thank you for choosing Butterfly Garden as the learning center for your child. We are honored to be part of your child's early learning journey. Our commitment is to provide the very best care and education, supporting your child's total development in a nurturing and engaging environment.

We share your goal of helping your child grow socially, emotionally, and academically, and we are dedicated to preparing them for kindergarten, future schooling, and life beyond the classroom.

This handbook outlines our policies and procedures. Should you have any questions or need further clarification, please feel free to reach out—we are always happy to help.

Sincerely,
Stacey Mladic & Dana Ruane
Directors

Our Purpose and Goals

Our purpose is to create an inviting, stimulating, and cozy environment where learning is joyful, and every child is treated with the utmost respect at all times. We provide opportunities for children to make choices in their activities and playmates, encouraging independence and confidence. Through thoughtful teaching and meaningful interactions, we strive to build each child's self-esteem, nurture their natural curiosity, and foster a lifelong love of learning with a positive attitude toward school. Butterfly Garden Learning Center offers a varied, hands-on program designed to support each child's social, emotional, physical, and intellectual growth, guided by their individual readiness and development.

Our goal is to give 100% to each and every child, each and every day.

Services: Our 2027-2028 program operates from September 7th to May 26th with both a winter and spring break.

4 and 5's Preschool Program:

Program Options	AM Options	PM Options
3 Day	Wednesday-Friday: 9:15-12:00	Wednesday-Friday: 12:15-3:00 Wednesday-Friday: 12:30-3:15
4 Day	Monday-Thursday: 8:45-11:30 Mon/Tues/Thurs/Fri: 9:15-12:00	Mon/Tues/Thurs/Fri: 12:15-3:00 Mon/Tues/Thurs/Fri: 12:30-3:15
5 Day	Monday-Friday 9:00-11:45	

3's Preschool Program:

Program Options	AM Options	PM Options
2 Day	Monday-Tuesday: 9:15-11:45	Monday-Tuesday: 12:15-2:45
3 Day	Monday-Wednesday: 9:00-11:30 Wednesday-Friday: 8:45-11:15	Monday-Wednesday: 12:00-2:30 Wednesday-Friday: 11:45-2:15

Sample daily preschool schedule for 4/5's sessions:

15 minutes	60 minutes	15 minutes	30 minutes	30 minutes	15 minutes
Circle time	Art and Free play	Hand washing and Snack	Academic Curriculum	Science Curriculum	Music & Movement

Sample daily preschool schedule for 3's sessions:

15 minutes	45 minutes	30 minutes	15 minutes	30 minutes	15 minutes
Circle time	Art and Free play	Academic Curriculum	Hand washing and Snack	Science Curriculum	Music & Movement

Academic Curriculum – mini lessons of letter, number, color, shape, or other concept along with free choice of shelf time.
Science Curriculum – mini "hands-on" science lessons and free choice of practical life and science materials.
Art – teacher directed art or craft activities (using cutting, gluing, coloring, etc.) in addition to a variety of painting techniques.
Circle time – show & tell, personality bag, story time, songs, and finger plays.

For our Preschool Program:

Personality Bag (Tuesday or Thursday)
On Tuesdays or Thursdays, we will have our personality bag for the 3 yr. olds. Each child will have several times a year in which to bring his/her special treasures to school to share with the children during circle time. A note will be sent home prior to your child's turn to share his personality.

Show and Tell (Monthly)
Show and Tell will be monthly for our 4- and 5-year-olds starting in October. Calendars and reminders will be sent prior to your child's day. Please label the item your child brings to school. Your child will be asked to coordinate show and tell items with the theme of the month to reinforce learning. In addition, the teacher will ask your child a set of questions where letter and sight word recognition; your child's name and comprehension questions will be reinforced.

Personal Items

Please have your child leave all of his/her toys at home.

Color Day (Tuesday or Thursday)
The first nine weeks of school (on Tuesday or Thursday depending on which day your child attends) will be Color Day. Your child may wear something (or everything!) of the designated color that day. Painting, games, and songs etc. may be of that color for reinforcement. Check your calendar for dates of special colors.

Communication

A monthly newsletter and calendar of school events and information will be sent via Brightwheel at the beginning of each school month in addition to our website. Weekly news and learnings will be shared through Brightwheel to better help parent and child communication about their days! Brightwheel's messaging feature allows parents and teachers to communicate directly. All teacher responses will be returned during school hours. Phone calls to parents will be made when necessary. We will have staff-parent conferences once a year and a progress report once a year. Feel free to also check our website for information at www.butterflygardenlc.com.

Communication/Notifications in relation to communicable diseases:

1. Butterfly Garden Learning Center, Inc. will communicate with families using Brightwheel app in case of emergencies.
2. Butterfly Garden Learning Center, Inc. will ensure that parents/guardians are notified when any communicable disease has been introduced into the program.
3. Communication will be in accordance with confidentiality and permission requirements by DCFS in Section 407.80(b) of Licensing Standards.

Progress Reports

The center will provide the parents of the preschoolers with a virtual parent/teacher conference during the school year and a report card at the end of the school year. Teachers may also be contacted through Brightwheel or during pick up times.

Snacks

Each child's parent, approximately 3 – 4 times a school year, will provide pre-packaged snacks. We will send you a note prior to your scheduled turn and give you all the pertinent information. Children will wash/sanitize hands before and after snack. Surfaces where students eat will be disinfected both before and after snack times.

School Parties

We will have several special parties for the children throughout the year. Parties will be held for Halloween, Thanksgiving, Christmas, and Valentine's Day.

Excursions

No visits or trips will take place off of school property. Your child will have the opportunity to observe nature next to the center in our outdoor classroom with the understanding that all observations are teacher supervised.

Birthdays

We will celebrate each child's birthday at school. A note will be sent home prior to your child's birthday to inform you of the celebration date. The birthday note will provide you with more information concerning your child's special day. If your child has a summer birthday, we will either celebrate his/her 'early birthday' in April/May or at their "half-birthday." Birthdays will still be celebrated at BGLC with snack, games, a birthday crown, and special songs. Students may purchase a Legacy Gift for the school in their honor. The BGLC wish list can be found on our website.

Fees and Payment

A $100.00 non-refundable registration fee will be charged per school year. Tuition will be due the month prior to attendance. Therefore, tuition for the September-May school year will be paid August-April. All parents will be required to sign the BGLC Tuition Agreement during registration. The registration fee also includes all supplies needed for the students. Therefore, no school supply lists will be distributed. Each child will be asked to provide a backpack for the school year. Important: A larger backpack that can hold 9x12 projects is recommended.

Monthly Tuition:

3's Program (2 Day): $205
3's Program (3 Day): $290
4 & 5's Program (3 Day): $300
4 & 5's Program (4 Day): $385
4 & 5's Program (5 Day): $455

As we approach the new academic year, we want to take a moment to review our tuition structure and provide some clarification on how it is calculated. Our full-year tuition for preschool, including scheduled days off, is equally divided between the 9 months of school. This means that the total tuition fee is spread evenly across the entire academic year, regardless of the number of days your child attends school each month.

It's important to note that our scheduled days off include holidays, teacher professional development days, and inclement weather closures. These days are built into our academic calendar and are not considered "make-up" days.

By dividing our tuition equally across the 9 months, we aim to provide a predictable and consistent financial structure for our families. This approach allows you to budget accordingly and plan ahead for your child's education.

Students who register for the 2027-2028 school year will be responsible for the full year's tuition, regardless of absences or attendance.

Payment Methods: Going Paperless

Parents are required to submit information for electronic fund transfer (EFT/ACH) or credit card payments. As of November 1, 2023, Brightwheel's ACH (bank transfer) fee is 0.6% of the transaction, with a minimum of $0.25 and a maximum of $2. Transactions under $100 have a lower fee of 25 cents. Brightwheel charges a 2.95% fee for credit card payments. We will no longer be accepting personal checks or cash payments for tuition, unless it is for the full year.

Delinquent Fees:

A fee of $20.00 will be charged for each week's tuition received late. If fees are unpaid two weeks after the due date, the child will not be admitted to Butterfly Garden Learning Center and will be dropped from our program. A new registration fee will need to be paid to re-register for our program.

Arrival and Departure Policy

Only parents are allowed to pick up their child unless a parent/guardian has been added an authorized pickup person in the Brightwheel app. All parents (or person picking up) must sign out their child each day via the Brightwheel app. If a pickup person does not have the Brightwheel app, that individual may use the school tablet to enter in their code. The office staff will assist families if needed. To allow our staff to prepare for the next session, we ask that parents pick up their child no later than five minutes after class is dismissed.

Arrival/Departure Procedures:

1. Check-in and check-out procedures will be completed using Brightwheel.
2. BGLC will stagger arrival and drop off times for school safety.
3. Staff will greet children and their parent/guardian outside or in the foyer as they arrive.
4. Siblings and non-registered children are not allowed in the facility for health and safety reasons.

Authorized Persons to Pick Up Your Child

If someone else is authorized to take your child home, they must be added as a designated pickup person in the Brightwheel app. Each pick up person must have their own unique code so it can be properly documented as to who is dropping off and picking up the students. Directions on how to add an authorized individual can be found on our website under the Resources.

Failure to Pick Up Child at Designated Departure Time

Children are to be picked up at their assigned dismissal time. If a child is not picked up at that time:

1. The teacher will attempt to reach either through Brightwheel messaging or by phone, the parent or guardian responsible for pick up after ten minutes has passed.
2. If the teacher is not able to contact the parent or guardian responsible, emergency contacts (in the order they have been provided by parents or guardians on the child's registration) will consequently be contacted for pick-up of the child.
3. BGLC will keep the child for forty-five minutes beyond the pick-up time before contacting outside authorities, such as the police, if any contact with parents, guardians, or emergency contacts have failed.
4. The child will be BGLC's responsibility until authorities arrive in such a situation.
5. Staff will not hold the child responsible for the situation. Discussion of the issue will only be with the parent or guardian and never with the child.

Emergency School Closings

We will close on severe snow/weather days and will typically follow the public school district 33-c's closings. A Brightwheel message will be sent to parents and a message on our website will also state the closing. We also will close school if we feel there is a threat of tornado or if the school has an unforeseen emergency closing. (Tuition will be due regardless of any emergency closing.)
If Butterfly Garden Learning Center, Inc. is mandated to close or closes due to the recommendation of the CDC or DCFS due to the health and safety of our students, we will transition to our e-learning model. Tuition will be due regardless.

Insurance

All medical expenses incurred while your child is at Butterfly Garden Learning Center will be the responsibility of the parent. The center does not offer any type of insurance that you, the parent, can purchase for your child. As required by DCFS, Butterfly Garden Learning Center carries public liability insurance.

Medical Care

A staff member will administer light first aid for a minor wound or injury received while your child is at school. Parents will be notified of the incident at time of departure.

If your child has a medical emergency while at the center, Homer Township ambulance will be called, and your child will be taken to your choice of Silver Cross or Palos Community Hospital unless the emergency paramedics feel otherwise due to the emergency circumstances. A staff member will accompany your child to the hospital. You will, of course, be notified immediately.

If your child is exempt for medical care, the parent will provide information of a certified practitioner. If the center is unable to locate the certified practitioner the medical emergency procedure of the center will occur.

Health Requirement for Children

Each child will have a completed medical form on file at the Butterfly Garden Learning Center by August 1st. The form will be provided and is good for 2 years.

A cot (which will be removed from the other students) shall be available for any student who takes ill until the parent (or emergency name) can get to the center.

Illness Policy

Butterfly Garden Learning Center, Inc. will require sick children and staff to stay home.

- It is important to keep your children home when they are sick.
- Our staff will be vigilant for symptoms of illness.
- Children who come to BGLC sick or become sick while at the facility will be sent home as soon as possible.
- Sick children will be kept separate from well children and staff until they can be sent home.

Butterfly Garden Learning Center, Inc. will implement the following if someone is or becomes sick.

- The center has an isolation area that can be used to isolate a sick child until retrieved by parent or approved pickup person.
- The center will follow CDC guidance on how to disinfect if someone is sick.

Staff shall be advised to observe and note if 1) Child is too ill to stay at the center upon arrival and 2) If the child looks symptom-free upon returning to school after an illness. Physician statement may be necessary for returning to the center after an illness. For the good of all the children, a child will be sent home if:

1. He/she has a temperature (100.4F/37C).
2. He/she has diarrhea or vomiting.
3. He/she has any discharge from eyes or ears.
4. He/she has a severe cold with (green or yellow) nasal discharge.
5. He/she has a rash.
6. He/she is, otherwise, sick in the opinion of the center's staff.

The child should remain at home for a 24-48 hour period free from illness symptoms. Parents should report any communicable disease (such as measles and chickenpox) to the director immediately. The child will be released only to a parent or to persons who have been designated, by parent, via the Brightwheel app.
If the child is well enough to be at the center, the child is well enough to participate in all activities (including gross motor), unless the parent has made a special notation on the paper provided at the sign-in area for special circumstances.

Birth Certificate

Each child will have a copy of their original birth certificate on file. A staff member who has verified the child's birth date will initial each copy.

Enhanced Cleaning and Sanitation Procedures

Butterfly Garden Learning Center, Inc. will develop enhanced plans to ensure safe indoor space for children, staff, and visitors. It will include, at a minimum, the actions below:

1. Butterfly Garden Learning Center, Inc. will increase cleaning, sanitizing, and disinfecting practices:

    - The center will adhere to a schedule for cleaning and disinfecting.
    - Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched.
    - Staff will use all cleaning products according to the directions on the label.
    - All cleaning materials will be kept secure and out of reach of children.
    - Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products.
2. Toys or other items that are mouthed shall be removed for sanitizing immediately; No teething toys are allowed at Butterfly Garden Learning Center, Inc. for removal and sanitizing once discarded by a child.
3. Butterfly Garden Learning Center, Inc. will post signage throughout the facility on ways to prevent the spread of germs.

Disbursement of Medication

1. Both prescription and non-prescription medication shall be accepted only in its original container and must be handed to a director.
   - Prescription medications shall be labeled with the full pharmacy label.
   - Non-prescription medications shall be clearly labeled with the child's first and last name. The container shall be in such condition that the name of the medication and the directions for use are clearly readable.

2. Medication shall be administered in a manner that protects the safety of the child.
   - The on-site school Director will administer and document the dispensation of the medication each day.
   - Prescription medication shall be administered as required by a physician, subject to the receipt of appropriate releases from parents which shall be on file and regularly updated. Prescription medication shall be used only for the child named on the label.
   - Over-the-counter medications may be dispensed in accordance with manufacturer's instructions when provided by a parent with written permission.
   - Butterfly Garden Learning Center, Inc. shall maintain records of the dates, times administered, dosages, prescription number, if applicable, and the name of the person administering the medication.

3. Medications will not be used past the date of expiration.

4. When a child no longer needs to receive medication, the unused portion or empty bottle shall be returned to the parent.

5. Any topical products will be approved by the parent in writing prior to use on the child.

6. Any medications to be orally administered must be in liquid form.

Toilet Training Policy

Children must be toilet trained by the first day of school. Butterfly Garden Learning Center, Inc. is not licensed for diapering facilities nor is the staff responsible for assisting a child with their toileting process. No diapers or pull-ups will be permitted. We reserve the right to ask that a child be withdrawn from our program if consistent accidents occur.

Release of Personal Information

We consider all information that is in your child's file and all conversations held with staff members concerning your child to be confidential. The center is restricted by law from releasing confidential information to any individual agency, school, etc. unless we have your written permission to do so. In the case of child abuse or neglect, however, the proper authorities have legal access to a child's file with or without the parent's signature. In addition, DCFS, as required by law, has permission to review your child's information.

Special Events

Family involvement is valued and encouraged at BGLC. The 3 year-old program will perform a Mother's Day program in May while the 4-year old program will perform a Graduation Ceremony near the end of their school year. Parents, siblings and grandparents are all welcome to attend the Graduation Ceremony. Siblings are the responsibility of the parents or guardians at the ceremony and must be supervised at all times. Butterfly Garden Learning Center staff is not responsible for siblings during the event. Parents will be asked to volunteer for school holiday parties. The 4-year old program will also host a mother event during Dinosaur Week. Both programs will host a father event in the spring.

Pest Control Policy: Purpose

The management of Butterfly Garden Learning Center, Inc. is committed to providing a safe environment for the children in our care. We seek to prevent children from being exposed to pests and pesticides. Exposure to pests (insects, cockroaches, rats, mice, etc.), pest residue, and the chemicals used to control them can aggravate or cause health problems for children and staff. Allergic reactions to pest residues and the absorption of chemicals used for pests control often are more serious for children due to their smaller size and proximity to the floor. The Integrated Pest Management (IPM) approach minimizes the exposure of children and staff to pesticides, and includes a variety of non-chemical and chemical methods to prevent and eradicate pests. While pesticides may be used to remediate infestations of pests (such as insects, weeds, and rodents) that may be found in the facility and its surrounding grounds, only the least toxic products will be considered and combined with non-chemical methods.

Policy: The directors will implement and practice IPM to manage pests in the building and on the grounds to minimize the exposure of pests and pesticides to children and staff. As such, we commit to the following:

1. *Contact* – Stacey Mladic is the designated IPM Coordinator for this facility. This person will act as a liaison between the building occupants and the pest management professional.
2. *Maintenance and Sanitation* – Maintenance, remediation, and sanitation will be conducted in a timely manner to prevent pest access and harborage (water leaks repaired, holes or other access routes sealed, proper food storage, clutter eliminated, etc.).
3. *Pesticide Use and Storage* –
    a. Regularly scheduled applications of pesticides are NOT permitted.
    b. Storage of pesticides in the facility is NOT permitted.
    c. Staff are prohibited from bringing pesticides into the facility (no residential or any other pesticides allowed).
    d. Only certified pesticide applicators or registered technicians that have working knowledge of IPM principles and practices may apply pesticides. Any pest management professional hired to provide pest management or other services must comply with this IPM program and notification policy and be knowledgeable about IPM practices. Pest management

professionals must refrain from routine pesticide spraying, provide detailed service reports with each visit and give recommendations for pest prevention.

e. When necessary, use of least-hazardous pesticides may be considered after nonchemical management practices have failed. Pesticides will not be applied when children are present at the facility. Toys and other items mouthed or handled by the children will be removed from the area before pesticides are applied. Children may only return to the treated area after two hours of a pesticide application or as specified on the pesticide label, whichever time is greater. In the event of an emergency where pests pose an immediate health threat to children and staff (e.g. wasps) and pesticides are applied, ensure that children will not return to the treated area within two hours of a pesticide application or as specified on the pesticide label, whichever time is greater.

4. *Head Lice* - Pesticide applications to the facility for head lice are ineffective and thus are prohibited by this policy. Non-chemical control options (combs, etc.) are used instead.
5. *Notification* - Parents and staff will be notified of a pesticide application at the facility at least three operational days in advance except in emergencies where pests pose an immediate health threat to children or staff (bees). Parents and staff will be notified as soon as possible when advance notice is not provided and include an explanation of the emergency, the reason for the late notice and the name of pesticide applied.
6. *Recordkeeping* - All records of pesticide applications and advance notices will be available upon request for at least 90 days.

Exemptions: This policy does not apply to the following exempted uses of pesticides.

- Germicides, disinfectants, bactericides, sanitizing agents, and chemicals used in normal cleaning activities;
- Personal insect repellents applied to the person with parental consent; and
- Gel bait or manufactured enclosed insecticides where children do not have access to the bait.

Communication plan for staff and parents:

- The directors will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training. They will sign that they have read, understand and agree to abide by the content of the policies.
- During enrollment this policy will be included in the handbook. Parents will sign that they have read, understand, and agree to abide by the content of the policies.
- A copy of all policies will be available during all hours of operation to staff and parents in the policy handbook located in the resources section of: www.butterflygardenlc.com.
- Parents may receive a copy of the policy at any time upon request. A summary of this policy will be included in the parent handbook.
- Parents and staff will receive written notification of any updates.

Religious Instruction

There will be no formal religious instruction taught at the Butterfly Garden Learning Center. We will, however, have a short prayer before snack. Your child will have the option to sit silent during this time.

Discipline Philosophy

We encourage and support appropriate behavior through positive reinforcement, always striving to “celebrate positive choices.” Inappropriate or disruptive behaviors are addressed through verbal reminders of expected behavior, redirection to a new activity or area, or, when necessary, a brief time-out to allow the child to regain self-control independently. In some cases, inappropriate behavior may be intentionally ignored when appropriate.
Butterfly Garden Learning Center does not permit any form of physical or emotional punishment. Prohibited practices include but are not limited to (DCFS required language): physical punishment; yelling or screaming at a child; blaming, teasing, insulting, name-calling, or threatening a child; withholding food, affection, or positive attention; corporal punishment of any kind (including hitting, spanking, swatting, beating, shaking, or pinching); or the use of abusive language.
Serious or ongoing discipline concerns will be communicated with parents so that we may work together in the best interest of the child. If behaviors do not improve, an Individual Behavior Plan will be developed, followed by a Behavior Support Plan and, if necessary, a Program Transition Plan. If all reasonable interventions have been attempted and the teacher and director determine that the child is unable to benefit from our program, discharge from the program may occur.

Admission Policy

Consistent with our Purpose and Goals, Butterfly Garden Learning Center, strives to provide a varied, "hands-on" program designed to nurture each child's social, emotional, physical, and intellectual growth as the child's readiness dictates. Admissions decisions are overseen by the directors in consultation with staff. An admissible student is one who will both confer and derive a benefit from being part of the Butterfly Garden Learning Center community. Families should understand the school’s Purpose and Goals and demonstrate a willingness to partner appropriately with the school.

In general, factors impacting admissibility of a student will be based on all available indicators, such as application information, reports, required registration paperwork such as recent physical and state issued birth certificate Potential students must possess the developmental and social-emotional maturity and availability for learning and participation in the school. No student is guaranteed admission to the school. All applicants must complete the admission process and qualify for admission. Admissions decisions are based on many factors, including the best interests of the child and the needs of the school at large. In some limited circumstances, Butterfly Garden Learning Center may recommend to an applicant family that a child is not ready or able to enter the program due to maturational or other reasons.

Child Guidance & Behavior Plan Policy

Staff will interact frequently with children showing affection, concern, interest, and respect. Staff will be available, responsive, friendly, and courteous. All children, regardless of sex, race, religion, family background, language, and culture will have equal access to classroom activities and be treated with respect by all staff, consultants, and volunteers. Guidance approaches are positive and are treated as learning opportunities to help children develop self-control and pro- social behaviors.

Challenging behavior refers to any serious and repeated pattern of behavior, or perception of behavior, that interferes with a child's ability to engage in developmentally appropriate self-regulation, and cognitive and prosocial engagement with peers and/or adults. An ECBG Behavior Support Plan must be initiated when a child engages in serious, repeated, and ongoing patterns of challenging behavior that do not respond positively to the strategies identified in the program's guidance policy. Serious challenging behavior refers to behavior that prevents the child or others from being able to learn or causes harm to self-and/or others.

Guidance methods will include Positive Behavior Supports and be appropriate to the age and developmental level of each child and will include:

Social Emotional Teaching Strategies:

- Redirecting children to a more appropriate or alternate activity.
  Encouraging, praising and/or coaching appropriate behavior.
  Commenting on what the child can do, as opposed to what they cannot.
- Developing clear, consistent rules with the children, which are represented visually and in print, and reviewing them frequently with the children.
  Considering individual differences in problem solving (i.e. allowing time alone in a quiet space, not participating in an activity, not forcing a child to discuss their feelings until they are ready, not forcing a child to apologize, etc.).
- Encouraging children to use problem-solving skills. Modeling, coaching and/or suggesting ideas to solve the problem before imposing the adult's solution.
- Applying natural or logical consequences as the situation allows.
  Discussing the consequences of various behaviors and redirecting children without using punitive techniques.
  Helping children identify and verbalize their feelings and providing emotional labels as children experience various feelings.
  Encouraging and teaching children to use words to solve their problems and providing the appropriate words.
  Encouraging and teaching pro-social behaviors such as cooperating, helping, taking turns, making friends and using words to solve problems.
- Direct teaching of social skills.

Designing Supportive Environments:

- Structuring the environment in a way that promotes independence and self-control (e.g. providing the appropriate number of toys, materials to provide varying levels of challenge, environmental cues such as labels and room arrangement, etc.).
- Structuring transitions so that children do not have to spend excessive time waiting with nothing to do.
- Planning ahead to prevent foreseeable problems.
- Considering the needs of children with physical and sensory disabilities.

Building Positive Relationships:

- Helping each child feel accepted in the group.
- Providing a supportive environment.
- Picking up on the cues of preschoolers.
- Following both verbal and non-verbal cues displayed by children.
- Having realistic expectations for the age and developmental level of each child.
- Telling children what you want them to do, as opposed to what they should not do.
- Modeling respect for the rights and feelings of others.
- Connecting with each child, each school day.

Individual Interventions:

At times, children's behavior may challenge staff's ability to respond in an appropriate or successful ways. The teaching team should consider all methods to respond. Strategies should be implemented as soon as they identify a concern. These include but are not limited to:

Focusing on identifying the behavior and its function

- Use the Behavior Incident Report to identify patterns.
- Contact the parent to keep them informed.
  Discuss the situation with the director.
- Implement a Behavior Intervention Plan.

Focusing on what new skills need to be taught, to reduce the problem behavior

- What skills does the child need to learn?
- What new skills can you teach them?
- What specific visual cues could be created (ex. schedules, rules, steps to calm down) for this child?

Staff will not use any of the following methods:

- Physical punishment or negative discipline methods that hurt, frighten or humiliate children.
- Striking a child.

- Forcing a child to apologize or explain their behavior.
- Withholding food or beverages.
- Using disparaging phrases (ex. “You are a bad girl/boy”).
- Using the term “time out” to punish a child.
- Restraining a child physically without appropriate EC training and parent consent.

If a situation arises where a child loses control and presents a danger to him/herself or others, the child will be prevented from doing so in the least restrictive manner possible. Staff will notify the director and call the parents. The team will then meet to determine next steps, which may include classroom observations or referrals if necessary.

Should behaviors fail to improve using the Behavior Intervention Plan, the ISBE Behavior Support Plan will be utilized. An ECBG Behavior Support Plan must be fully implemented before initiating a Program Transition Plan. In almost all cases, an ECBG Behavior Support Plan that is implemented, assessed, and updated as needed should prevent the need for a program transition. A Program Transition Plan should be initiated only after all reasonable efforts have been made to implement the action steps and strategies and utilize the community resources identified on the ECBG Behavior Support Plan. All efforts should be documented in that plan. After all efforts have been made to implement the ECBG Behavior Support Plan, it may be determined that the program is unable to meet the child’s individual needs or provide the type of care that would most benefit the child. If it is believed that a transition to another program is in the best interest of the child, an ECBG Program Transition Plan can be initiated.

Parent Comportment Policy

Butterfly Garden Learning Center believes that a positive and constructive working relationship between the school and a student’s Parent/Guardian(s) is essential to fulfilling our mission and creating a culture in which students, parents, and school staff work together with respect, civility, and trust. As such, Butterfly Garden Learning Center reserves the right to discontinue a student’s enrollment at the school or not re-enroll a student if we reasonably conclude that the actions and behaviors of a Parent/Guardian make it impossible to foster a positive and constructive relationship or cause serious interference with the school’s accomplishment of its educational purposes and mission, and the education of the student.

Should a Parent/Guardian’s action(s), inaction(s), or behavior while at the school and toward school staff be in conflict with the mission of Butterfly Garden Learning Center, or its goals, or in violation of the school policies stated herein, Butterfly Garden Learning Center will inform the Parent/Guardian of the issue and provide the Parent/Guardian the opportunity to cure the situation and, as applicable, change his/her problematic behavior. If there is no improvement or if repeated issues concerning a Parent/Guardian’s action, inaction or behavior arise, Butterfly Garden Learning Center reserves the right to immediately disenroll a student from the school and/or not re-enroll the student in future school years.

Program Transition Plan

Should behaviors fail to improve using the Behavior Intervention Plan, the ISBE Behavior Support Plan will be utilized. An ECBG Behavior Support Plan must be fully implemented before initiating a Program Transition Plan. In almost all cases, an ECBG Behavior Support Plan that is implemented, assessed, and updated as needed should prevent the need for a program transition.

A Program Transition Plan will only be initiated when:

- After documented attempts have been made to meet the child's individual needs,
- The child continues to demonstrate serious and/or repeated patterns of behavior that interfere with the ability to benefit from the type of care offered by the facility, or
- The child's presence is determined to be detrimental to the group.

If it is believed that a transition to another program is in the best interest of the child, an ECBG Program Transition Plan can be initiated. The following process will be followed:

- Collaborative Planning with Families
  We will plan with the parents or guardians to:
  - Identify a new program that may better meet the child's individual needs,
  - Develop a transition plan that ensures continuity of care and services for the child,
  - Consider the needs of the child and family throughout the transition process.
- Written Transition Policy
  Butterfly Garden Learning Center maintains a written transition policy outlining:
  - The circumstances in which a child may be transitioned out of the program,
  - The steps involved in the transition process, including documentation of efforts made and communication with the family.
- Notification to DCFS
  All program transition plans will be reported to the Department, as required.
- Family-Initiated Withdrawal
  Parents or legal guardians have the right to withdraw their child from the program at any time. In such cases:

  We will request a written statement from the parent/guardian stating the reason for the withdrawal. If a written letter is not provided, staff will document the withdrawal, including:

  - The name and relationship of the individual making the request,
  - The withdrawal date, staff signature and date of documentation.

Documentation Requirements
All steps and decisions related to the behavior intervention process and potential transition will be:

- Clearly documented in the ECBG Behavior Support Plan,
- Maintained in the child's confidential file,
- Reviewed collaboratively with parents/guardians before and during any transition process.

'ABC' Writings
Children Are: Children Need:

Amazing, acknowledge them
Believable, trust them
Childlike, allow them
Divine, honor them
Energetic, nourish them
Fallible, embrace them
Gifts, treasure them
Here now, be with them
Innocent, delight with them
Joyful, appreciate them
Kind Hearted, learn from them
Lovable, cherish them
Magical, fly with them
Noble, esteem them
Open minded, respect them
Precious, value them
Questioners, encourage them
Resourceful, support them
Spontaneous, enjoy them
Talented, believe in them
Unique, affirm them
Vulnerable, protect them
Whole, recognize them
Xtra special, celebrate them
Yearning, notice them
Zany, laugh with them

~author unknown

Thank you for taking the time to carefully read our handbook. If there is anything we have failed to explain, please ask! Please keep this handbook handy for future reference. We are truly looking forward to this school year and to teaching your child!

