

**THE BUTTERFLY
HOUSE
EARLY LEARNING
CENTER

PARENT
HANDBOOK**

August 2010

Our Philosophy

At The Butterfly House Early Learning Center, we believe that the goals of early childhood care and education are to:

ENCOURAGE children in becoming lifelong lovers of learning, creative thinkers and confident, secure human beings

SUPPORT all aspects of each child's development... physical, social, creative, emotional, large and fine motor and cognitive

NURTURE each child's self esteem

FOSTER a sense of community between parents, teachers and children

PROVIDE a wonderful place for childhood

Our Staff

The teachers at The Butterfly House are enthusiastic and experienced Early Childhood professionals. Our staff backgrounds include university coursework in child development, education, psychology, art and sociology. Each teacher has a Bachelor's Degree as well as extensive training in early childhood education and child development. Additionally, each teacher receives a minimum 15 hours of training in Early Childhood Education per calendar year, as well as certification in CPR, First Aid, and Food Handling. All teachers have had a criminal history check through the State of Oregon Child Care Division. Copies of each teacher's Criminal History Registry are available for review.

General Information

The Butterfly House Early Learning Center is located at 105 W. Main St. in Talent. Our phone number is 512-2359. Butterfly House Early Learning Center is owned and Directed by Lauren Bell. We are open from 7:30 a.m. until 5:30 p.m. We are licensed by the State of Oregon Child Care Division.

Closure Days

Butterfly House is closed periodically during the year for maintenance, staff training and holidays. Closure dates are provided to parents with enrollment materials. Closure days are generally included in the monthly tuition. Our staff works on many of the closure days participating in required training as well as maintenance of the school, and planning. We also must continue to meet our program expenses such as rent, insurance, etc. You are not billed for the two week closure over the Christmas holidays. However, to maintain our regular income, we deduct the appropriate amount from each month's tuition. (In other words your tuition is based on a 50 week year, rather than a 52 week year). We appreciate your understanding in this matter.

ENROLLMENT

Eligibility

Children between the ages of 36 months and 5 are eligible for enrollment in our preschool program. Children ages 5 or 6 are eligible for our after kindergarten program. Children must be fully out of diapers and demonstrate readiness for a group experience to attend. The Butterfly House does not discriminate on the basis of race, religion, ethnicity, sex, national origin or family culture.

Enrollment Procedures

To apply for enrollment of your child at The Butterfly House, parents are asked to complete the following:

- * “Application for Enrollment” form
- *a visit to the center with your child
- *payment of a \$50 non refundable registration fee (applied toward first month’s tuition)

Once your child is accepted into the program, Butterfly House requires the following items on or before your child’s first day at the center:

- *A completed Enrollment Application/Emergency Information Form
- *A completed Parent Permission Form
- *A completed Certificate of Immunization
- *Payment of the first month’s tuition and annual materials fee.

Trial Period

Every early childhood program is not right for every child and family. In order to allow time to determine whether our program is right for a child, each child is accepted at The Butterfly House on a 30 day trial basis. This allows time for teachers to observe and establish a relationship with your child and determine whether our program is the right one for your child and family. Every effort will be made to help children make a smooth and happy transition into our program.

However, if during the 30 day trial period the parent and/or Director decides that The Butterfly House is not the right program for your child or family, the balance of the month’s tuition and material fee will be refunded and the child may be withdrawn.

General Information Regarding Fees

Please read the following section carefully.

When you enroll your child at Butterfly House, you are indicating that you understand and agree to the following:

Prior to your child's first day of school, you will be asked to sign a completed Enrollment Agreement. This document provides written confirmation about your child's schedule and tuition. You will be billed monthly for the upcoming month. Invoices will be placed in your child's cubby around the 25th of each month. The monthly bill will include your tuition for contracted hours as well as any additional hours that may have been used. Contracted extra hours (hours before or after the preschool times of 9 a.m. – 1 p.m.) are calculated as follows:

10 additional contracted hours at \$4.75 per hour = \$47.50 per week
multiplied by 50 weeks a year = \$2375
divided by 12 months = \$198 per month

This figure is added to your preschool tuition each month and that figure equals the amount due.

Due to their different schedule needs, kindergarteners are billed each month at a rate of \$4.75 per hour.

“Additional hours” are any hours outside of your regular, contracted hours that you have scheduled in advance. **This time is billed at a rate of \$5 per hour, in half hour increments (e.g. 5-30 minutes= \$2.50; 30-60 minutes = \$5.00)**

Tuition is assessed on the basis of our program year and divided into monthly installments so that the tuition is the same each month, regardless of the number of school days in that month. **Butterfly House is not able give credit for any days that your child does not attend, leaves early or arrives late.**

In order for us to meet our monthly financial obligations on time, **all tuition payments are due on or before the 1st of each month.** A \$15 late payment fee is added to payments made after the 7th day of the month. If you are experiencing difficulty in paying your bill, please speak with the Director prior to the due date. We will do our best to arrange a payment plan with you. Continued enrollment of your child is contingent on the payment of tuition. There will be a \$15 fee for any checks returned for non sufficient funds. After a second returned check, all future payments must be made with cash or a money order.

Annual materials fees are prorated based on attendance. Materials fees contribute toward our program materials, disposable paper products and other consumable supplies. Materials fees for returning children are added to your tuition each September.

Monthly Schedules and Changes in Enrollment

We ask that parents carefully consider their scheduling needs prior to finalizing their contract. Adherence to the schedule assists us in maintaining appropriate child/teacher ratios and planning our daily experiences. We understand that, on occasion, life events may require an occasional change in your child's schedule. We will do our best to accommodate this as long as we are able to maintain our state mandated adult/child ratios and provided that the schedule change does not cause disruption for the other children in the program. The hourly rate for time outside of the contracted schedule is **\$5.00 per hour**. The number of children in our program does not always allow us to be flexible with your schedule. For instance, if you arrive an hour late, you will not have the option of staying an hour late to compensate, or if your child misses a day, you will not be able to add another day during the week to make it up.

We will accommodate permanent schedule changes, based on availability at the beginning of each month. **We request that schedule changes not be made mid-month**. We ask that at least two weeks notice be given prior to withdrawing from the program. This allows us the time to help your child say goodbye to his or her teachers and friends in an unhurried way. It also allows us time to offer enrollment to another child. In the event that 2 weeks notice is not given, you will be sent a bill for the balance of the two weeks after your child is withdrawn from the program.

PROGRAM OVERVIEW

Daily schedule

7:30 – 9:00 **Children Arrive**

9:15- 9:30 **Morning Gathering**

During Morning Gathering, the group will meet briefly to greet each other and discuss plans for the day. A teacher may demonstrate new materials, share plans for a small group experience, or discuss any important events occurring that day.

Art, Dramatic Play, Sensory Play, Language and Literacy Experiences, Construction and Manipulatives, Outdoor Play and “self-serve” snack are some of the choices offered during this time

- 10:45 – 11:00 **Gathering Time**
 During Gathering Time children and teachers gather to talk about the morning's activities, sing and use musical instruments, read and write stories, celebrate special events (such as a birthday) and discuss issues of interest to the group.
- 11:00 -12:00 **Outdoor Exploration**
 During outdoor time, the children may play in the sand and/or water areas, work in the gardens, play on the outdoor play equipment, play games, or use the outdoor art and dramatic play materials. This is a time for climbing, running, digging, yelling and getting dirty!
- 12:00-12:30 **Lunch**
- 12:30-1:00 **Reading and Transition into Quiet Time or Outside Time**
- 1:00-2:00 **Quiet time**
 During quiet time, children will rest quietly on mats and look at books. Children will have the opportunity to sleep if they are tired. After 30 minutes, children who are awake will be invited to get up and participate in quiet activities.
- 2:00 – 4:30 **Free Choice and Exploration; Afternoon Snack**
 Children and teachers clean up the afternoon's play and move into activities such as books, puzzles and simple art.

Curriculum

Our curriculum is play based and centers around the philosophy that young children have an innate sense of wonder and curiosity that fuels their desire to learn. Our curriculum offers a wide variety of opportunities to learn basic concepts (colors, numbers, shapes, and letters) as well as to explore other interests and questions that emerge (“what makes a seed grow?” “What does the inside of my body look like?” “Why does...?” “What if...?”). The foundation of our curriculum is our knowledge of child development and our observations of the individual children in the program. From there, we build on the emergent skills and interests of the children. Our Learning Environment includes the following areas:

- *Open Ended art materials
- *Sensory experiences (sand, water, mud, rice, “goop”)
- *Block and Construction materials
- *Dramatic Play
- *Writing Center
- *Fine Motor Opportunities (puzzles, shape sorters etc.)
- *Number and Counting Materials (number recognition, counting, object correspondence)
- *Language and Literacy Materials (books, letter recognition, singing, music)

*Science (binoculars, growing things, living and dead things, magnifying glasses, materials from the natural world to explore, cause and effect, how things work)

In each of these areas, materials are rotated as children's skills increase and their interests change. We do not require children to spend time in any of these areas nor do we limit the amount of time they spend in an area. We believe that children are always learning, regardless of the materials they may be using. We offer an interesting and stimulating environment and then allow the children to make their own choices.

“Trust the children. They know what they need to do.” Bev Bos

Guidance Policy

At The Butterfly House, we view guidance as an opportunity to help children develop an awareness of their actions, make appropriate choices, develop self control and respect for others. Guidance strategies include verbal reminders about rules, redirection, quiet time with a teacher to talk about the problem and taking a break from a situation that may be causing difficulties. At no time will any form of corporal punishment, ridicule, isolation, withholding of food or confinement be used as a method of disciplining children.

Lunches and snacks

Snacks are offered between 9:45 and 10:30 a.m. and again in the afternoon between 2:30 and 3:30 p.m. This allows children to eat if and when they are hungry, as well as keeping the snack time relaxed for children. Our daily snacks will consist of at least two of the following components: fruit/ 100% fruit juice or vegetables, a dairy product, a grain or a meat /meat substitute (such as tofu, nuts, and peanut butter). If there is no protein in the snack, milk will be offered. Water is available throughout the day. Parents are encouraged to contribute to snacks. A snack sign up list is posted on the bulletin board. Unusual fruits and vegetables or anything that may have special significance to your family or culture are fun for children to try. If you aren't sure if a snack item is appropriate, talk to one of our teachers. **Please inform us if your child has any food allergies or sensitivities in order that appropriate substitutions can be made.**

We eat lunch together at 12:00. If your child is staying for lunch, we ask that you send a lunch in a clearly labeled lunch box/bag. Please include a cold pack for items that need to be kept chilled, as our refrigerator space is very limited. We are happy to warm any items that you may send, but are not able to prepare uncooked food items. (For instance, you may send a container of soup to be heated, but please do not send soup in a can that will need more preparation than warming). Please send “heat ups” in a microwave safe container. We strive to make our meal time a relaxed, social experience. It is extremely beneficial for the children to have their teachers sitting down

and eating with them. Therefore, we ask that you send the lunches in as much of a “ready to eat” state as possible. (For example, cutting up fruit or vegetables rather than sending them whole if your child prefers them cut up.) As we have between 10 and 20 children eating at a time, any little bit you can do at home is appreciated! What you send in your child’s lunch is your choice. In order to avoid turning us into the “lunch police”, please don’t send anything that you don’t want your child to eat first! We will encourage children to listen to their bodies regarding how hungry they feel. We will send home any uneaten food so you will know what your child ate that day. We will offer milk to all children staying for lunch.

GENERAL POLICIES & PROCEDURES

Comings and Goings

Arrival and departure times are very important transitions for young children. In order to make these times as smooth and safe as possible, we ask that you observe the following guidelines:

Sign in and out

It is extremely important that your child be signed in and out each day. The daily sign in and out serves several important purposes. It is a record of daily attendance. It is a place to record any pertinent information regarding child’s pick up (time or person). It serves as the basis for billing for additional hours at the center. If a parent forgets to sign in, a teacher will indicate the arrival or departure time to the best of her recollection and will initial it. Parents will be required to pay for the time indicated on the sign in, if applicable.

Cell Phone Free Zone

Important communication happens with your child and his/her teachers during drop off and pick up times. ***Out of courtesy to your child and our teachers, please do not bring your cell phone into the building.***

Come on in!

Children must be escorted into the building by an adult. Please do not ask you child to walk in alone or send him/her in with an older sibling. Sign your child in and touch base with one of our teachers.

Take your time.

The morning arrival sets the tone for your child’s day. You and your child will be greeted by a teacher when you arrive. (This may take a couple of minutes if several children arrive at once!) This is a good time to check in with the teacher about any issues that may affect the child’s school day, such as a rough night, a cold, a parent out of town, etc. It is extremely beneficial to your child to see a strong connection between his/her parents and teachers. Please allow as much time as possible to help your child greet teachers and friends and get settled.

Say goodbye.

Please make sure that your child knows you are leaving by saying goodbye. It is common for children to experience some separation difficulties in new situations. It is also not unusual for children to have difficulty saying goodbye occasionally, even after they have been in the program for awhile. This can be a challenging and emotional situation for children, parents and teachers. What is comforting for one child may not be for another, so each situation will be handled individually. If your child had a difficult transition into the center, please feel free to call and check in later in the morning. Please be assured that we will contact you if your child is not able to be comforted after a reasonable amount of time.

Time to go home!

Children are always happy to reconnect with parents at the end of their day, although it may not always be apparent! It is very common for children to be disappointed or upset when it is time to leave friends and go home. Try not to take it personally! Allowing time for this transition is very helpful. Help your child finish up his play, offer to share a story together or have a cuddle and talk about the adventures of the day. Teachers will be talking to your child about her/his departure beginning about half an hour prior to your arrival to help prepare them for this transition. Please take a few minutes to check in with a teacher about your child's day, and check the cubby for any art, notes, soiled clothing, etc. Don't forget to sign out!

Safety issues Regarding Pick Up

Only parents, legal guardians and persons listed on the authorization form will be allowed to pick up your child. If there is a change in who is going to pick up your child on a particular day, please indicate this on the sign in sheet. If a change is made during the day, please notify us so we can prepare your child. Your child's safety is our first priority. **Under no circumstances will a child be released to any person other than those listed on the authorization form, unless we have your consent verbally or in writing. Photo identification will be required of any person not known to the center staff. Absolutely no exceptions will be made.**

Late Pick Up

We understand that occasionally, due to circumstances beyond your control, you maybe late to pick up your child. In order to minimize stress to your child, our staff and yourself, please call us as soon as you know that you are going to be late. At ten minutes past the hour on our clock, you will begin to accrue late charges. If you have called during the day to make arrangements, the additional fees are \$5.00 per hour, billed in half hour increments. **If you are late without calling, the late fees are \$5.00 for each 15 minutes.** Please be aware that in order to maintain our mandated adult/ child ratio and our staff schedules, it will not always be possible for us to

keep your child past their scheduled time. It is particularly difficult for us to accommodate requests at the last minute. Please do not call at or close to your child's scheduled pick up time to request additional time. If this is a situation you anticipate happening regularly, please have another back up plan in place!

It is very important that we are able to close the school at **4:30, (or at the closing time on any early closure days)**. Being picked up after our closure time causes anxiety for children and places tremendous stress on the teacher/parent relationship. For this reason, late pick up charges after 4:30 are substantially higher. If you are late after we close at **4:30 p.m. on our clock, the late fee is \$1.00 per MINUTE**. At 4:45, if we are not able to contact you, we will begin calling your emergency contacts to pick up your child. Chronic late pick up will be grounds for withdrawal from the program. Any late fees will be indicated on your monthly bill.

Parking

The Butterfly House was granted a Conditional Use Permit from the City of Talent to operate as a business in a residential neighborhood. One of the conditions of maintaining our permit is that the drop off, pick up and parking does not create traffic or safety hazards. **Any accident, injury or complaints by neighbors related to The Butterfly House drop offs and pick ups could cause our permit to be revoked and our school to close. PLEASE exercise great care during drop off and pick up and observe the following:**

*Please park your car in the angled parking places along First St. and enter through the 1st St. gate.

*Please back out of your parking spot on 1st St. so you will be going North on 1st as you exit.

*Please do not park in the driveway. (This is reserved for our teachers)

*Under no circumstances should you park on the south side of Main St. (the side that the school is on) even "for a minute"! **This is a no parking zone and creates a traffic hazard.**

*Please do not leave young children unattended in your vehicle during drop off and pick up.

Smoking

There is no smoking anywhere on the Butterfly House property at any time.

CHILDREN

First Days

The first days in a new situation are exciting and a little scary for children and parents. Our goal is to create an environment which is welcoming and inviting for your child and offers a sense of physical and emotional security. We will work with you and your child to ensure as smooth a transition as possible during his/her first weeks at The Butterfly House. How children react to a new situation is as varied as children themselves. Some children are shy and clingy, some jump right in, some are quite distressed at the sight of a parent leaving; others push mom and dad right out the door! All these responses to a new place and separation from parents are completely normal. There are a few things that you can do that will help prepare your child for this new experience:

- *Bring your child for one or several visits to the school. Allow plenty of time for your child to watch, and perhaps join the other children playing. Show your child around the inside and outside and invite him/her to explore the materials available.
- *Talk to your child about the daily routine. Describe the progression of events from saying goodbye to mom or dad to being reunited at the end of the day.
- *Stay with your child for awhile during the first days or weeks to help him/her settle in. Giving ample time for goodbyes will decrease the anxiety your child may be feeling.
- *Communicate confidence in your child and the teachers. Your child may sense your anxiousness and as a result, feel unsure about being left.
- *When you are ready to go, say goodbye and go. Your child may feel sad, and may cry, but lingering at the door only prolongs these feelings. Once you have left, your child can begin to calm him/herself and begin to explore the environment.

Parents have separation anxiety too! Few things are more excruciating than leaving a crying child in a new situation with caregivers who are not yet well known to you. We understand and appreciate the trust you are placing in us by leaving your child in our care. If your child has difficulty saying goodbye, be assured that we will:

- *hold, comfort and talk to your child for as long as he/she wants us to, validate your child's feelings and offer reassurance that mom or dad (or other caregiver) WILL return.
- *if your child does not want to be held or comforted initially, we will give your child the space he/she needs while staying nearby and checking in frequently.
- *if after a reasonable amount of time, your child is not calming, we will call you to discuss options.

You are welcome and encouraged to call us to see how your child is settling in. Typically, children calm and become engaged in play within 5 or 10 minutes. Long term separation difficulties are rare, however some children take longer to transition comfortably into school than others. If after a couple of weeks your child is still having great distress when you leave, we will arrange a conference. This conference will enable us to examine the situation carefully and make a plan that will be consistent and supportive for you and your child.

Clothes

As children learn by exploring their world, our days are active, busy and messy! Please send your child in appropriate play clothes and shoes. Clothing that allows them to create, run, jump, climb and sit on the floor will greatly enhance their experience while at the center. We go outside several times a day, so their please be sure that your child has a weather appropriate outdoor clothing as well. Our school experiences can be messy. Please be sure that your child has at least one full, labeled change of clothes (a top and bottom, underwear and socks) in a labeled zip top bag. We do not keep extra clothes at the center. If your child has an accident or is uncomfortably wet or dirty and does not have a change of clothes, we will have to call you to bring clothes over for your child. Please save yourself and us from this inconvenience by having extra clothes at school. We are happy to keep more than one set.

Treasures from home and comfort objects

We understand that sometimes children have special treasures from home that they would like to share with their friends and teachers. Children may want to bring something to share during our gathering time or something for children to look at during the day (such as something interesting found outside). If your child wishes to bring a toy to play with, he or she may as long as the following guidelines are considered: it is not violent or disruptive in nature, (such as weapons, items that are very large, loud or have many small pieces); it is not something that is extremely fragile or would be difficult to replace, and it is labeled, if possible with your child's name. We also request that your child not bring cd players, handheld video games or other computerized games. We have found that these types of items tend to create conflict and prevent your child from fully engaging in the materials we are offering. We will ask your child to be responsible for keeping track of anything she/he brings from home. If you think it will be difficult for your child to keep track of what she/he brings to school, it may be best to leave the item at home.

Birthdays!

Birthdays are exciting for children and we are delighted to be a part of your child's birthday. At The Butterfly House we celebrate children's birthdays by hanging up our birthday banner and getting out our basket of birthday books. We also light special birthday candles during our

gathering time, sing birthday songs and make the child feel extra special during the day. We are very happy to share in your child's special day, but we are not able to host your child's birthday party. We have found that piñatas, treat bags, decorations, etc. add more stress than fun to the celebration for both the children and the teachers. It is hard for us to accommodate games and piñatas in our large group and treat bags are very hard for us to keep track of for individual children. If you would like, you may send a simple treat for the children to share at snack time. (Health Department regulations require that it be a purchased, rather than homemade item). If your child plans to invite friends from the center to a birthday party, we ask that invitations be mailed unless all the children at the center will be invited. We are happy to provide you with an address list if needed.

Holidays

Holidays present many special opportunities as well as some challenges. We strive to find a balance between keeping our school routines and experiences predictable and appropriate for children and enjoying the fun and learning opportunities that holidays bring. Our goals in acknowledging holidays are to avoid the more commercial and developmentally inappropriate aspects of the holiday. Instead, we hope to offer children a chance to celebrate their community and family culture; to observe and perhaps share in the way other families and cultures celebrate special days; to understand how the natural world is a part of our celebrations; to experience the magic and anticipation that holiday bring with their friends and teachers. We will keep you informed of our plans to celebrate special events in our monthly newsletter. You and your family are always welcome to join us for our celebrations.

Field trips

It is extremely valuable for children to have opportunities to explore the community they live in. We will take children, in large and small groups, on walking field trips occasionally. Some destinations will include the library, post office, grocery store as well as walks around the neighborhood. Less frequently, we will arrange for more ambitious outings such as the pumpkin patch, Fire District 5, the Grower's Market, or a parent's place of business if it is appropriate for children. These field trips will depend on parent drivers. Parents who transport children on field trips are required to have proof of car insurance and a copy of their driving record on file at the center. All parents will need to sign a consent form prior to children being taken off the premises in a car. All children must be in a car seat when being transported on a field trip in a car unless they weigh more than 60 pounds and are 6 years old or older.

Quiet Time

Our daily schedule includes a quiet time in the afternoon. This allows children some down time to relax and rest after a busy morning. We prepare the environment for quiet time by dimming the lights and playing soothing music. Each child is offered a “book or a backrub” to assist them in settling on their mats. Children are asked to sit or lay quietly on their mats during rest time. A small blanket will help your child be comfortable during our quiet time. We will allow children who are tired to sleep as long as they need to and will not prevent children from sleeping or wake them up. If you have concerns about your child sleeping during our rest time, please speak with the Director. After 30 minutes, children who are not sleeping will be invited to participate in quiet activities while the rest of the children finish resting.

PARENTS

Communication

Communication is crucial in maintaining a partnership that supports your child. Some of the ways that we can stay in touch with each other are through touching base at drop off and pick up, written notes, the parent bulletin board and the monthly newsletter. We are also happy to schedule a conference at any time. Please allow enough time at drop off and pick up to chat briefly with a teacher about your child. Please keep us informed if there are any changes or situations at home that may affect your child’s experience and behavior at school. We will always discuss sensitive issues privately and keep confidential any information shared with us.

Concerns

We are anxious to promptly discuss and resolve any concerns you may have about your child or your experience at The Butterfly House. Please schedule an appointment with the Director if you have any issue that you would like to discuss. We will do whatever is possible to resolve the matter in a way which serves the best interest of your child. If you feel you are unable to resolve a problem by speaking with the Director, you have the right to contact the Child Care Division at 776-6060.

Volunteering and Donations

We always appreciate any time or materials or ideas that you would like to share with us! Parent volunteers are welcome anytime. You can help in the classroom, in the garden, the yard, or with special projects and events. If there is something you’d like to do, let us know! We are also happy to receive donations of snack items, books, art supplies, plants for our garden or treasures for our classroom.

Open Door

Parents have access to the center by phone and/or in person at all times the center is open. Please feel free to call or come by any time.

HEALTH AND SAFETY

General Health Information

At The Butterfly House, we take great care to provide the safest and healthiest environment possible for our children and teachers. The school is thoroughly cleaned and sanitized at the end of each day and during the day as needed. Frequent hand washing is encouraged. Hands are washed before and after eating, after playing outside, after using the bathroom, after coughing or nose blowing and after handling trash. We ask that you wash your child's hands when they arrive in the morning.

Illness

Children in group settings do pick up colds and other "bugs" from each other. You can help to minimize the spread of illness by observing the following guidelines.

The Health Department and Child Care Division require that children be excluded from attending our program if any of the following are present:

- *any communicable illness including but not limited to chicken pox, strep throat, pink eye, head lice
- *fever of 100 degrees or higher
- *diarrhea
- *vomiting
- *severe cough
- *unusual yellow color to skin or eyes
- *skin or eye lesions or rashes that are severe, weeping or pus-filled
- *stiff neck or headache with one or more of the symptoms listed above
- *difficult breathing or wheezing
- *complaints of severe pain
- *absence of the above symptoms but behavior that indicates your child is not well enough to be at school, such as lethargy, continual crying, extreme irritability, etc. We ask that you respect our judgment in this area. Group care may just be too demanding for your child on these occasions and they will be much more comfortable at home.

Children are required to be symptom free for 24 hours before returning to school.

If there is an outbreak of a contagious condition at The Butterfly House, (such as chicken pox) a notice will be posted to alert you to symptoms to watch for and the incubation period of the illness.

Use your own discretion when your child has a seasonal cold, as long as none of the above symptoms are present. Mild coughing or stuffy nose does not require that your child stay home, unless you determine that he/she will be more comfortable there. We do ask that children who come to school with colds be well enough to play outside. **If they are not well enough to play outside, please keep them home.** In the event that your child becomes ill at school we will call you to come and pick your child up. Your child will be isolated from the group and made comfortable while waiting for you to arrive. We ask that someone be available to pick up your child within 30 minutes of our call. If we cannot reach a parent after 30 minutes, we will call those persons listed on the Emergency Contact List to pick up your child. **Please be sure that we always have your current home, work and cell phone numbers!**

Immunizations

The State of Oregon requires that proof of immunization be on file for all children attending a preschool/child care program. Parents who choose not to immunize must fill out the "Religious Exemption" section of the Certificate of Immunization.

Medications

The staff of The Butterfly House may administer medications to children ONLY under the following circumstances:

*a signed, dated, written authorization form is on file

*prescription medication must be in the original container and labeled with the child's name, name of the drug, dosage directions for administering, date and doctor's name.

*non prescription medication must be in the original container, labeled with the child's name, dosage and directions for administration

*****Please note: Virtually anything that goes on or in a child is considered medication! This includes cough drops, homeopathic remedies, lotions and sunscreen! Written permission is needed for everything.**

All medications are kept in a locked area, out of reach of children. A record of the administration of any medication will be kept at the school.

Injuries

While the occasional bump or scrape is an inevitable part of active play, we work hard to make The Butterfly House the safest possible environment for children. All materials, equipment and furnishings meet the requirements of the Child Care Division and the Health Department. Being safe, inside and out, are stressed and modeled for children.

In the event of a minor injury, teachers will provide basic first aid and comfort. The parent will be informed verbally and in writing about the incident.

In the event of a more serious injury, teachers will provide basic first aid as appropriate and contact the parent to take the child for follow up care if necessary. If the teacher determines the situation is critical, 911 will be contacted.

A written record of all injuries and first aid administration are kept on file.

Universal precautions are used in responding to any situation involving body fluids. All staff maintains current First Aid and CPR certification.

While a serious injury occurring at school is highly unlikely, it is extremely important that we are able to contact you while your child is in our care. Please be sure that we always have current work, home and cell phone numbers for you and anyone on your emergency contact list.

Safety Inspections

The Butterfly House strives to provide the safest and healthiest environment possible for children. The Butterfly House is inspected annually by the Jackson County Health Department, the State of Oregon Child Care Division and Fire District 5. A copy of the inspections are on file and available for your review.

Fire Drills

Fire drills are practiced monthly. These include both planned (where the children and teachers are informed prior) and unplanned drills. A record of the monthly fire drills is posted in the office. Children practice exiting the building safely and meeting at a designated place in our yard.

Emergency closure

In the event of any situation or natural occurrence that renders the school property immediately unsafe, the children will be evacuated. Children and teachers will relocate to the home of the Director, Lauren Bell, at 120 N. Second St., in Talent, two blocks from the school. Emergency information will be brought with the children and parents will be contacted via phone as well as a note posted on the door of the school.

Conclusion

This is a lot of information! All guidelines in this handbook are designed to help us provide a safe, healthy and secure environment for your child, and to facilitate a supportive partnership between parents and teachers. Please keep this handbook as a reference while your child is enrolled at The Butterfly House.