Parent Handbook

Butterfly Academy LLC

2026 Edition
Effective January 1, 2026
Handbook is subject to change
https://www.butterflyacademyhh.com/

Welcome to Butterfly Academy

Dear Parents,

Welcome

For more than 20 years, I have been blessed with the opportunity to do what I love most—educating future generations. As a mother of four, education was always a priority. Being a military wife presented challenges in pursuing higher education, but with determination, I earned my Child Development Associate Certification and later my Bachelor of Science in Early Childhood Development.

Over the years, I have worked with children of all ages, from newborns to teens, but I found the greatest joy and impact in working with younger children. Watching a child master a milestone—the lightbulb moment of discovery—remains one of the most rewarding parts of this journey.

At Butterfly Academy, parents can feel confident that their children are safe, loved, nurtured, and given the tools to thrive. Every child is unique and learns in different ways. With developmentally appropriate practices, meaningful experiences, and strong parent-teacher partnerships, we prepare children to grow into confident, capable members of society.

Warm regards,

Gay Harrison
Owner, Butterfly Academy

Welcome to Butterfly Academy

Dear Parents,

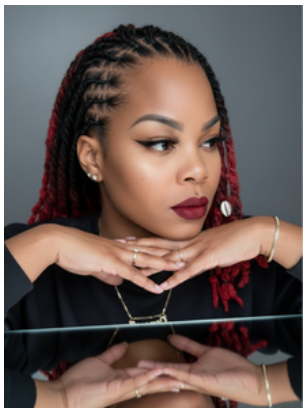
Welcome

I'm so grateful you're considering joining our family here at Butterfly Academy. For over 15 years, I've dedicated my life to the childcare field, and it continues to be my greatest joy. Every day, I'm honored to play a part in children's lives—helping them learn, grow, and discover how education connects to the world around them. Watching little ones develop into confident, curious, and unique individuals is truly inspiring.

I also believe deeply in supporting and guiding my staff. A strong, knowledgeable team is the foundation of a nurturing environment, and I strive to give them the tools and encouragement they need to succeed. My goal is always to bring peace, balance, and positivity to each day while ensuring that we meet our goals and provide the best care possible.

Butterfly Academy has become my second home, and I'm excited to see how we will continue to grow in so many areas. You are more than welcome to join us—and I promise to provide your family with the care, guidance, and service that every child deserves.

Warm regards,



Genesis Jones
Director, Butterfly Academy

"We envision a childcare community where children feel safe and valued, develop confidence and empathy, and learn through play and exploration, so they grow into curious, kind, capable learners."

Vision, Mission, and Educational Philosophy

Our Mission

At Butterfly Academy, our mission is to embrace the uniqueness of every child through quality education and meaningful experiences in a safe, nurturing environment. We are committed to helping children grow not only academically, but also socially and emotionally, so they can build confidence and discover their own strengths.

We believe learning should be joyful, hands-on, and connected to the world around us. Every child deserves to be seen, heard, and supported as they develop their curiosity, creativity, and independence.

Our staff is dedicated to creating a community where children, families, and teachers work together in harmony. By guiding, encouraging, and modeling kindness, we prepare children with the skills they need for school and for life.

At Butterfly Academy, we strive to be a home away from home—where every child is valued, every family feels welcomed, and every day brings new opportunities to grow.

Our Educational Philosophy

We believe every child is unique and capable of learning through positive, developmentally appropriate experiences. By fostering curiosity, creativity, and compassion, and by building strong connections between teachers, parents, and peers, we nurture social-emotional, physical, cognitive, and language development.

01 Play-Based Learning

- Encourages active engagement and joyful learning.
- Builds foundational skills in literacy, numeracy, and social interaction.
- Develops problem-solving and critical thinking abilities.

02 Social-Emotional Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

03 Hands-On Exploration

- Provides sensory-rich experiences through arts, music, science, and nature activities.
- Encourages creativity and innovation through interactive projects.
- Develops fine and gross motor skills through active play.

04 Early Literacy & Language Development

- Vocabulary growth through conversation, storytelling, and play.
- Pretending to read
- Recognizing and playing with sounds in language

05 Family Partnership

- Recognizes parents as a child's first and most important teachers.
- Provides opportunities for parent involvement in school activities.
- Encourages open communication and collaboration between families and teachers.

The most effective professional development doesn't take educators out of their work but supports them inside. A strong curriculum alone is not enough. Success depends on how well it is introduced, supported, and sustained through intentional professional learning.

Curriculum & Teaching Methods

"The curriculum should not be a rigid plan, but a guide that responds to the interests and needs of the children."
– *Lillian Katz*

Our Curriculum

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

The Creative Curriculum

Fostering exploration and discovery through hands-on experiences.

Montessori Principles

Encouraging independence and self-directed learning.

Reggio Emilia Approach

Promoting creativity, collaboration, and critical thinking.

Our curriculum focuses on the following key developmental areas:

Teaching/Training Methods

01 Hands-On Learning

Children engage in active exploration, using real-world materials to enhance understanding.

02 Teacher-Guided & Child-Led Learning

Encouraging curiosity and problem-solving through discovery-based experiences.

03 Outdoor Learning

Utilizing nature as a classroom to develop observation skills and appreciation for the environment.

04 Whole-Child Approach

Addressing cognitive, emotional, social, and physical development.

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

Class Structure & Classroom Setup

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

Class Categories & Age Groups

01 Infant Classrooms
6 weeks- 17 months

- Focuses on early socialization, sensory exploration, and foundational motor skills.
- Activities include music, movement, hands-on exploration, and simple routines to build independence.

Daily Structure

- Circle time with songs and stories.
- Sensory play activities such as water tables, finger painting, and texture boxes.
- Gross motor development through soft play and movement exercises.
- Snack time and supervised child directed play.

02 Toddler/Two's Classrooms
18 months - 3 years old

- Focuses on early socialization, sensory exploration, and foundational motor skills.
- Activities include music, movement, hands-on exploration, and simple routines to build independence.

Daily Structure

- Morning greetings and structured group activities.
- Sensory play activities such as water tables, finger painting, and texture boxes.
- Gross motor development through soft play and movement exercises.
- Snack time and supervised child directed play.

03 Preschool Class
3 - 4 years old

- Encourages language development, cooperative play, and problem-solving.
- Introduces early literacy, numeracy, and creative arts through play-based learning.

Daily Structure

- Morning greetings and structured group activities.
- Learning centers that focus on letters, numbers, and fine motor skills.
- Outdoor play to develop physical coordination and teamwork.
- Thematic storytelling and hands-on science exploration.

04 Pre-Kindergarten (Pre-K) Class
4 - 5 years old

- Prepares children for kindergarten readiness by enhancing cognitive, motor, and social skills.
- Engages students in structured activities, group discussions, and hands-on experiments to foster curiosity and academic growth.

Daily Structure

- Interactive literacy sessions (sight words, phonics, early writing practice).
- STEAM (Science, Technology, Engineering, Arts, Math) activities.
- Social-emotional learning through guided role-playing and problem-solving games.
- Outdoor nature exploration and physical fitness activities.

"What a child can do with assistance today, she will be able to do by herself tomorrow." — Lev Vygotsky

Discipline and Guidance

The administration and staff at Butterfly Academy believe in positive reinforcement and redirection when guiding children or dealing with inappropriate behavior.

- Clear Expectation - Clearly state and model the behavior you want
- Immediate & Specific Feedback - Reinforce behavior right away
- Meaning Reinforcers - Use what motivates the child (Verbal Praise, stickers, tokens, or points)
- Consistency - Reinforce the behavior every time it occurs at first
- Positive Language - Focus on what children should do
- Reinforcement Over Punishment - Teach and strengthen desired behaviors rather than reacting to mistakes

The following types of discipline and guidance are prohibited:

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

Potty Training

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

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

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

Teacher-Student Ratio

Maintaining a low student-to-teacher ratio is crucial for personalized learning and quality interactions. At Butterfly Academy, we follow or exceed national guidelines to ensure an optimal learning environment:

Class Level	Age Group	Teacher-Student Ratio
Nursery A/B	6 Weeks - 12 mo	1 teacher : 4 students
Nursery C	12 mo - 18 mo	1 teacher : 5 students
Toddler A/B	18 mon-24 mon	1 teacher : 9 students
Toddler C	24-30 mon	1 teacher : 11 students
Two's A & B	30-40 mon	1 teacher : 11 students
Pre-K 3	3 ½ -4 yrs	1 teacher : 18 students
Pre-K 4	4-5 ½ yrs	1 teacher : 20 students
School Age	6 - 8 yrs	1 teacher : 26 students

Each class is led by a qualified early childhood educator with additional classroom assistants as needed.

Small class sizes allow for individualized attention and active engagement in all activities.

Role of Our Teachers

Our dedicated educators play a vital role in shaping the learning experiences of young children. Their responsibilities include:

01 Facilitating engaging, age-appropriate activities

that support cognitive, social, and emotional development.

02 Observing and assessing children's progress

to ensure they are meeting developmental milestones.

03 Encouraging independence and self-help skills

such as dressing, tidying up, and making choices.

04 Fostering a safe and inclusive classroom environment

where children feel valued and respected.

By providing a well-balanced structure that combines guidance and freedom, our classrooms allow children to explore, discover, and grow at their own pace.

Routine & Basic Care/Supplies Needed

Butterfly Academy believes that it is in the best interest of the children to have a consistent daily schedule and routine. Implementing this structure each day supports smoother transitions, helps children feel secure, and gives them a clear understanding of how their day is planned. This predictability fosters independence, reduces anxiety, and prepares them for the structure of a school environment.

School Hours & Drop-Off/Pick-Up Policy

01 Operating Hours
Monday - Friday, 6:30 AM - 6:00 PM

02 Morning Drop-Off
6:30am - 9:15 AM (Late arrivals require prior notice)

03 Afternoon Pick-Up
Anytime - 6:00pm (Late fees apply after 6:00 PM)

04 Pick-Up Authorization
Only authorized individuals may pick up a child from care.

Drop-Off Policy

- Parents or guardians must sign in their child upon arrival.
- Children must be escorted into the classroom by an adult. NO EXCEPTIONS
- If arriving after 9:15 AM, parents must notify the school in advance.
- There is no student drop-off between 11:00 am and 1:00 pm. NO EXCEPTIONS

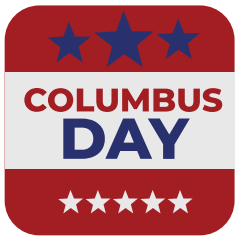
Pick-Up Policy

- Only authorized individuals listed on the child's emergency contact or approved pick up form may pick up the child.
- Late pick-up fees apply after 6:00 PM
- Parents must sign out their child before leaving the premises.

2026

Holiday Closures

January 1, 2026 - New Year Observed
January 2, 2026 - Day After New Year
January 19, 2026 - Dr. MLK Birthday
February 16, 2026 - President's Day
April 3, 2026 - Good Friday
May 25, 2026 - Memorial Day
June 19, 2026 - Juneteenth Day
July 3rd-10th, 2026 - Fourth of July/Center-wide Vacation
September 7, 2026 - Labor Day
October 12, 2026 - Columbus Day
November 11, 2026 - Veterans Day
November 26, 2026 - Thanksgiving Day Closed
November 27, 2026 - After Thanksgiving Closed
December 24, 2026 – Closed
December 25, 2026 - Christmas Day Closed
December 31, 2026 - New Year's Eve



Holidays and Closures are subject to change

Basic Care Items / Required Supplies

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

	Change of Clothes	**Diapers/ Pull-Ups**	**Wipes**	**Cream**	**Pacifier**	**Blanket**	**Sippy Cup**	**Water Container**
Infant	✓	✓	✓	✓	✓	✓	✓	
Toddlers	✓	✓	✓	✓	✓	✓	✓	✓
Twos	✓	✓	✓	✓		✓		✓
Thress	✓					✓		✓
Fours	✓					✓		✓
B/A School	✓							✓

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

- **Personal Toys**: Students are discouraged from bringing personal toys to child care; NO EXCEPTIONS

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

- **Clothing:** Children must have a complete change of clothing, clearly marked with the child's name, left at Butterfly Academy. Children need to be dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for daily outdoor playtime.

- **Physical Activity:** Outdoor play is a regular and important part of the daily routine. Children are expected to participate in outdoor play twice each day, for a total of 60 minutes—30 minutes in the morning and 30 minutes in the afternoon. Children should come to school prepared for outdoor play, including appropriate clothing and footwear for the weather. In the event of bad or unsafe weather, outdoor recess will be held indoors in the middle area of the building.

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

- **Class Celebrations** All items donated must be store-bought.

A signup sheet will be posted in the lobby.
Valentine's Day – February 13, 2026
End of Year Party – May 22, 2026
Fall Fest – November TBD, 2026 (subject to change)
Christmas Party – December 18, 2026

"Enrollment requirements, policies, and procedures are subject to change at any time based on the facility's operational needs and to ensure the ongoing health and safety of children, families, and staff."

Enrollment Policies & Required Documents

We strive to make the enrollment process smooth and transparent for all families. Below, you will find the eligibility requirements, required documents, and important policies related to admissions.

NON-DISCRIMINATION POLICY:
Butterfly Academy does not discriminate on the basis of gender, race, color, religion, national or ethnic origin in its admission policies, educational programs, or other administrative practices. This policy applies to all rights, privileges, programs, and activities generally made available to students at the school.

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

Required Documents for Enrollment

Parents must submit the following documents to complete the registration process:

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

Children must meet all immunization requirements before the first day of school.

All required documents must be submitted before the child's start date.

Disenrollment Policies

Withdrawal

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

Termination of Childcare Service

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

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

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

Tuition & Fees Policy

We offer flexible payment plans to accommodate families' needs. Below are the tuition fees for the 2026-2027 school year:

Tuition Rates (Per Child)

Class Level	Monthly Plan (12 payments)	1st & 15th (2 payments)
Nursery A/B (6weeks-17 mo)	$875.00 per month	$437.50
Nursery C (12 mo - 18 mon)	$875.00 per month	$437.50
Toddler A/B (18-24 mo)	$850.00 per month	$425.00
Toddler C	$850.00 per month	$425.00
Two's A/B	$825.00 per month	$412.50
Pre-K 3	$785.00 per month	$392.50
Pre-K 4	$770.00 per month	$385.00
After School	$150.00 per week	N/A
Summer Camp	$185.00 per week	N/A
Camera Access Fee	$10.00 per family	N/A

Tuition is due on the 1st of each month for monthly plans and the 1st & 15th for Bi-Monthly plan.

Additional Fees

1. **Non-Refundable Registration Fee**
   $175 (due upon acceptance).
2. **Materials & Supplies Fee**
   $75 per child (charged annually).
3. **Late Pickup Fee**
   $2.00 per minute per child beginning at 6:01 pm.
4. **Parent Pick-up (After School Students)**
   A $15.00 fee will be applied if notification is not received before 2:30 pm that parent picked up form school.
5. **Late Payment Fee**
   $35 if tuition is not received by the due date thereafter, daily rate of $15.00. After day three service will be terminated

Tuition & Fees Policy

Sibling Discount

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

Special Programs

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

Anniversary Credit

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

Drop-In Child Care

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

Key Details:

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

Rates:

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

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

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

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

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

- ***Credit Card Fee - 2.80%***
- ***ACH Withdrawal - .80***

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

Attendance & Absence Policies

Regular attendance is essential for a child's social, emotional, and academic development. Establishing a consistent routine helps children build a sense of structure and responsibility while making the most of their preschool experience. Below are our policies regarding attendance, absences, and tardiness.

Attendance

Butterfly Academy does not currently provide part-time childcare programs. Children may attend on a part-time basis if desired, but full-time tuition will still be required.

Enrollment status will remain active as long as tuition payments are made in full and on time.

Tardiness & Late Arrivals

- Morning drop-off begins from 6:30 am to 9:15 am.
- Children checking in after 9:15 am must have a doctor's note upon arrival. Students receiving therapy off-campus must also have a doctor's note if arriving after 9:15 am
- There is no student drop-off between 11:00 am and 1:00 pm. No exceptions.
- Classroom learning begins at 9:00 am

If a child arrives after 9:15 AM without prior notice, they may not be admitted for the day unless there is a valid reason (e.g., medical appointment).

Reporting Absences

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

Planned Absences & Family Vacations

- We understand that families may have pre-planned trips or obligations.
- Parents should notify the school if they plan to take their child out of school for an extended period.
- Tuition remains fully payable during extended absences to hold the child's spot in the program.

Absences & Attendance Review

- COVID-19 Credit/Refund

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

Maternity & Holding Position Policy

If a spot is available, you may hold a spot for your child by paying 100% of the Registration Fee

Important Details:

- A spot can be held for up to 6 weeks.
- After the 6-week period, the spot will be forfeited, and any payments made up to that point are non-refundable.

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

Health & Wellness Policies

Partnering with Families helps:

- Families and staff work together to maintain a healthy learning environment.
- Prompt communication about illness helps protect our school community.
- Your cooperation in following illness guidelines keeps all children safe.

"When in doubt, keep them home."
"Healthy children learn best."
"Clean hands = healthy friends."
"Help stop the spread—stay home when sick.

Immunization & Health Records

All children must have up-to-date immunizations before the first day.

A current vaccination record is required upon enrollment and updated annually.

Medical exemptions must be approved by a licensed physician.

Illness Policy

When to Keep Your Child at Home

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

Children must stay home if they have:

- Fever of 100.4°F (38°C) or higher (must be fever-free for 24 hours without medication to return)
- Vomiting or diarrhea in the past 24 hours
- Unexplained rash, pink eye, or contagious illness
- Persistent cough, difficulty breathing, or flu-like symptoms
- Lethargy
- Abnormal breathing,
- Mouth sores,
- Rash with fever
- Mouth sores
- Changes in behavior
- Other signs that a child may be ill.

If your child is absent for 3+ days due to illness, a doctor's note is required.

The exclusion policy is also determined by:

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

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

Daily Health Checks

Daily Health Check Policy

This policy outlines the practices and procedures implemented to ensure the health and safety of all children enrolled at Butterfly Academy. It establishes the requirement for daily health checks upon each child's arrival and whenever a change in health status is observed while the child is in care.

By consistently conducting daily health checks, Butterfly Academy provides families with assurance of our commitment to maintaining a safe, healthy, and high-quality care environment.

Daily Health Check Procedures

A trained staff member will conduct a daily health check upon the arrival of each child,. This check allows staff to assess the child's overall well-being and identify any signs of illness or changes in health.

Change in Health Status During the Day

If a child's health status changes at any time while in care:

- The child will be removed from the classroom setting.
- Parents/guardians will be notified immediately.
- The child must be picked up promptly.

Additionally, any personal items used by the child—including clothing, cups, bottles, and blankets—will be sent home for sanitation.

Infectious Disease

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

Food & Allergy Policies

DO NOT PUT MEDICATION IN A CHILD'S CUP. THIS CAN BE HARMFUL TO OTHER CHILDREN.

Medication Policy

- Prescription medications require a Medication Authorization Form from a doctor.
- All medication must be in its original packaging and handed directly to a staff member.
- No medication (including cough drops) should be left in a child's backpack

Allergy & Food Safety Policy

- Butterfly Academy is a nut-free campus (no peanuts, tree nuts, or nut-based products).
- Parents must disclose food allergies or dietary restrictions during enrollment.
- EpiPens and inhalers must be provided by parents if needed.

All staff are trained in EpiPen administration and allergy response.

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

School-Provided Meals & Snacks

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

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

Sample Snack & Meal Schedule

Time	Meal	Age Group
7:30-9:00	Breakfast	Nursery & Toddler & Two's
8:00-9:00	Breakfast	Threes & Fours
10:30-12:30	Lunch	Nursery & Toddler & Two's
11:00-12:30	Lunch	Threes & Fours
3:00-3:30	Snack	Nursery & Toddler & Two's
3:00-4:00	Snack	Threes & Fours

Parents may request meal modifications for dietary or religious reasons.

Baby Food

Butterfly Academy participates in the Child and Adult Care Food Program. We provide Gerber brand foods Stages 1 & 2; green beans, peas, sweet potatoes, carrots, squash, apples, bananas, prunes, pears, and peaches . We also provide Little Puffs, Lil' Crunchies, and Teethers.

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

Formula

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

Infant Nutrition

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

Infant Nutritional Schedule

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

Breastfeeding Mothers

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

Home-Packed Lunch & Snack Policy

- Parents may send home-packed meals if preferred.
- Lunch should be healthy and balanced, avoiding sugary snacks and sodas

Foods Not Allowed

- Chips, candy, chocolate, and soft drinks.
- Processed fast food or highly sugary items.
- Nut-Free Policy: Peanuts, tree nuts, and nut-based products are strictly prohibited.

Allergy Awareness & Food Safety

- Butterfly Academy is a 100% nut-free campus.
- Parents must inform the school of any food allergies during enrollment.
- EpiPens & Emergency Medication must be provided if the child has a severe food allergy.
- Staff members are trained in allergy response and emergency medical procedures.

Bring Your Own Lunch

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

Nap & Rest Time Policy

We recognize the importance of rest in a child's development. Our Nap & Rest Time Policy ensures that children have a comfortable and relaxing break during the school day.

Nap Time Schedule

Nap/Rest Time: 11:00 AM - 1:00 PM
Toddlers & Two's

Nap/Rest Time: 12:00 PM - 1:00 PM
Pre-K 3 & Pre-K 4

All children in Toddler and Preschool Classes participate in nap time.

Rest time helps improve attention span, mood regulation, and cognitive function. If a child chooses not to nap, he/she may engage in quiet time activities on his/her cot during this period.

Nap Supplies & Comfort Items

Parents must provide the following labeled items for nap time:

Small blanket (required)

Soft comfort item (e.g., small stuffed toy) (optional)

Nap Cots are provided/sheets are optional (Crib size)

- All nap items will be sent home every Friday for washing.
- Children are encouraged to rest quietly, even if they do not fall asleep.
- Blankets & Napmats for children over 1 year of age

For hygiene reasons, shared nap supplies are not provided by the school.

Wake-Up & Transitioning from Nap Time

Lights will be gradually brightened, and soft music will be played to wake children gently.

Teachers will assist younger students with putting away their nap items and transitioning to afternoon activities.

Children who wake up early will be given books, soft toys, or other quiet activities to keep them engaged.

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

Dress Code & Personal Belongings Policy

We encourage children to wear comfortable, weather-appropriate clothing that allows for safe movement, active play, and independent self-care. Our dress code promotes practicality, safety, and school identity while allowing children to express themselves.

Dress Code Guidelines

Comfortable, Play-Appropriate Clothing

- Children should wear loose, breathable clothing that allows free movement.
- Clothes should be easy for children to manage (e.g., elastic waistbands instead of buttons/zippers).

Weather-Appropriate Attire

- Cold Weather: Coats, gloves, hats, and closed-toe shoes.
- Warm Weather: Lightweight, sun-protective clothing and a wide-brimmed hat for outdoor play.

Shoes for Safety

- Closed-toe shoes with rubber soles are required.

Extra Clothing Requirement

- Parents must provide a labeled extra set of clothes (shirt, pants, socks, and underwear) in case of spills or accidents.

All clothing and accessories must be labeled with the child's name to prevent mix-ups.

What Not to Wear

- Clothing with inappropriate images, logos, or slogans.
- Jewelry or accessories that pose a safety risk (e.g., dangling earrings, long necklaces).
- Costumes or dress-up clothes (except on designated theme days).
- Shoes with wheels, flip-flops, sandals or heels.

Personal Belongings Policy

Items to Bring Daily

- **Backpack**
  (Optional)for a lunchbox, extra clothes, and schoolwork
- **Reusable Water Bottle**
  labeled with the child's name
- **Lunch & Snacks**
  if NOT participating in the school meal program
- **Nap-time Items**
  blanket, soft toy, pillow if applicable

Items Not Allowed at School

- **Toys from home**
  except for special stuffy for nap time
- **Electronic devices**
  tablets, smartwatches, phones
- **Expensive or sentimental items**
  the school is not responsible for lost or damaged items

By following this dress code and personal belongings policy, we ensure that all children feel safe, comfortable, and prepared for a fun and active day at school.

Parent Involvement Opportunities

We offer various ways for parents to be actively engaged in their child's preschool experience:

Classroom Involvement

- **Guest Reader Program**
  Parents can visit the class to read a story.
- **Special Skills Sharing**
  Parents with unique skills (e.g., music, cooking, art) can lead an activity.
- **Helping with Art & Science Projects**
  Assisting children with hands-on activities.

School-Wide Volunteering

- **Fundraising & Donation Drives**

  Helping organize fundraising efforts.

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

All parent volunteers must complete a background check before participating in school activities.

Communication Between School & Parents

We prioritize open and transparent communication with families. Below are the ways we keep parents informed:

Monthly Updates

- **Monthly Newsletters**
  Sent via Brightwheel, summarizing center highlights and upcoming events.
- **Monthly Calendars**
  Distributed at the start of each month with key dates and activities.

Direct Communication

- **Parent-Teacher Meetings**
  Available twice a year or upon request. Parents can also request a conference to discuss any concerns on an as-needed basis. During conference time, each parent will receive information on their child's development and have the opportunity to set goals with teachers based on the results from the developmental assessments and Child Observation Record conducted by the teacher
- **Daily Updates via App**
  Parents receive photos, messages, and reports through Brightwheel.
- **Email & Phone Support**
  Teachers and staff are available for inquiries during school hours.

Behavior Management

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

Butterfly Academy staff willingly and freely give:

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

Expulsion/Suspension,

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

Immediate causes:

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

Parental actions for dismissal:

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

Child actions for dismissal:

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

Biting Policy

At Butterfly Academy, we understand that biting is a common but challenging behavior in early childhood as children develop language and self-regulation skills. Our goal is to respond with empathy while ensuring a safe and nurturing environment for every child.

When Biting Occurs:

- For the child bitten: They will be comforted, and the area cleaned with soap and water. Parents will be notified and given an incident report.
- For the child who bit: A teacher will calmly and firmly state that “biting hurts” and redirect the child toward safer behavior. Parents will also be notified and given an incident report.
- Confidentiality: For privacy, the names of the children involved will not be shared.

Note: Depending on the severity of the bite, steps may be adjusted, and more serious measures may be taken immediately to protect the safety of others.

Step-by-Step Response

- Initial Incidents; Parents receive incident documentation. Staff observe and record triggers while helping the child learn safer ways to express needs or frustration.

- Repeated Incidents (2nd time in a short period); A parent-teacher conference will be scheduled to create a behavior support plan. Strategies such as increased supervision and redirection will be implemented.

- Severe or Frequent Biting (3 incidents OR aggressive bite causing deep marks/broken skin) The child may be temporarily suspended (1–3 days) to ensure the safety of others. A recommendation may be made for professional evaluation or support services.

- Ongoing Unsafe Behavior Despite Intervention.

- If the behavior continues without improvement, the school may move to permanent disenrollment to protect the well-being of all children.

Parent Responsibility for Intentional Potty and Property Damage Behaviors

To maintain a safe, clean, and respectful learning environment for all children, families, and staff, Butterfly Academy requires parent cooperation when intentional behaviors result in excessive sanitation needs or property damage.

Intentional Potty Behaviors
Children who intentionally misuse bathroom procedures or bodily functions (including, but not limited to, intentionally urinating, defecating, or smearing bodily waste outside of the toilet/appropriate diapering procedures) create sanitation and health concerns within the classroom environment.

If a child engages in **intentional potty-related behaviors** that require extensive cleaning, sanitation, or replacement of materials, the parent or guardian will be responsible for any **out-of-pocket cleaning, sanitation, or replacement** costs incurred by the center.

Examples may include but are not limited to:
- Professional cleaning or sanitation supplies required beyond normal use
- Replacement of classroom materials contaminated beyond safe sanitation
- Additional staff time required for extensive sanitation procedures

Damage to Toys, Equipment, or Property
Parents/guardians are responsible for the cost of repairing or replacing **toys, classroom materials, furniture, equipment, or learning resources** that are intentionally damaged or destroyed by their child.

Intentional damage may include, but is not limited to:
- Breaking toys or equipment on purpose
- Throwing objects in a way that damages property
- Smearing bodily waste or fluids on toys or equipment
- Destroying classroom materials after being redirected

The center will determine whether the damage was **intentional or accidental** based on staff observations and incident documentation.

Notification and Payment
If such an incident occurs:
1. Parents will receive written documentation of the incident.
2. The cost of cleaning, repair, or replacement will be communicated to the parent.
3. Payment will be required within 10 business days of notification.

Failure to address repeated intentional behaviors or refusal to cover replacement/cleaning costs may result in further disciplinary action, including behavior intervention planning or possible termination of care.

Butterfly Academy is committed to working collaboratively with families to support positive behaviors and ensure a healthy, respectful environment for all children.

Parent-Teacher Conferences

Butterfly Academy values open communication and strong partnerships with families. Parent–teacher conferences are held at least twice a year and may be scheduled as needed to discuss a child's development, strengths, and progress. Conferences are conducted in a private and respectful setting, and all information shared is confidential. Families are encouraged to participate, ask questions, and share insights to support their child's success.

School Visitation Policy

Parents are welcome to visit the school, but for security reasons, the following policies apply:

- All visitors must check in at the front office and wear a visitor's badge.
- Classroom observations should be pre-arranged with the teacher.
- Parents may not enter classrooms during instructional time without prior approval.

Additional conferences can be scheduled if needed.

Emergency & Drills

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

Emergency Preparedness
Fire drills are conducted monthly, and severe weather and lockdown drills are conducted quarterly. Fire and severe weather drills are practiced at various times during the month and days of the week to ensure staff and children are prepared and know how to respond in an emergency. In severe weather, such as tornado warnings, staff will escort children safely to the large restrooms, where staff and children will remain until an all-clear signal is given.
If children and staff must evacuate the building, children will be walked to Baylor Scott & White, located at 907 Mountain Lion Circle, Harker Heights, Texas, 76548. Once children are safely evacuated, parents are notified by text via Brightwheel.

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

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

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

Referral Program
Parents will receive a $50.00 credit for every parent they refer to Butterfly Academy. The referred parent must officially register their child after January 1, 2026, for the credit to be received. The credit will be applied to the account.

Acknowledgment & Agreement Form

Butterfly Academy Acknowledgment Page for Parent Handbook

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

Handbook Contents

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

- **Enrollment and Attendance Policies:** Guidelines for registration, attendance, and absence reporting.
- **Tuition and Fee Structure:** Detailed information about payment schedules, late fees, and refund policies.
- **Daily Schedule:** An overview of daily routines, including mealtimes, nap times, and activity periods.
- **Health and Safety:** Policies on illness, medication, hygiene, and emergency preparedness.

- **Behavior and Discipline**: Expectations for behavior and the positive reinforcement strategies we use.
- **Parent Communication:** Channels for regular updates, including parent-teacher meetings, newsletters, and progress reports.
- **Drop-Off and Pick-Up Procedures:** Authorized pick-up protocols, late pick-up fees, and safety precautions.
- **Parent Involvement:** Opportunities for participation in activities, events, and feedback.

Acknowledgment of Handbook Receipt

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

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

Parent/Guardian Signature: _____

Date: _____

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

BUTTERFLY ACADEMY

Butterfly Academy LLC.

Learning with Love,
Growing with Care

Butterfly Academy LLC

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