



802 Autumn Circle
CollegeStationTX.77840
979/703-7979

Operational Policies and Procedures

All information herein is current as of July 1, 2015. Our policies are reviewed annually and updated if necessary. If policies or procedures change, we will provide timely written notice to parents. Current Operational Policies and Procedures are located on our website @ childcarebc.com.

PHILOSOPHY

It is the philosophy of Bullfrogs and Butterflies Child Care Center, that early childhood should be a time of fun, warmth, security, education, exploration and discovery. Bullfrogs and Butterflies Child Care Center will provide an atmosphere that encourages social, emotional, physical, and intellectual growth through the children's play and small group instruction. The curriculum includes dramatic play, creative art activities, music, science activities, block play, sensory experiences, daily outdoor activities, the celebration of birthdays, and holidays. Children will be exposed to shapes, colors, numbers, and letters through developmentally appropriate activities taught using small group instruction.

Curriculum

Bullfrogs and Butterflies Child Care Center's curriculums are state approved by the Texas Education Agency and meet the Texas Pre-K Guidelines. They provide comprehensive early-learning programs that embrace children's natural curiosity and encourages them to explore and connect to the world around them.

Daily Activities

The activity plan is designed for a variety of activities daily which include indoor / outdoor play, a balance of active / quiet play, and child initiated activities / caregiver initiated activities. Screen time activities (video or computer) are included for children over the age of two years. Alternative activities are provided for children that do not want to participate in screen time.

Hours and Fees

We make every effort to keep tuition and fees affordable. However, when our costs rise, we are sometimes forced to pass along the increase to our families. When tuition increases, we will provide timely notice to parents.

Hours of Care **746.501 (1)**

Full-time care hours are 6:45 a.m. until 5:45 p.m.

Monday – Friday

January - December

Holidays/Closings

The Center will be closed on the following days.

Two (2) Staff Development Days on Friday in **Feb. and Oct.** (Dates TBD)

New Year's Day**

Spring Break (Wednesday, Thursday and Friday)

Good Friday

Memorial Day

4th Of July**

Labor Day

Thanksgiving Break (Wednesday, Thursday and Friday)
Christmas**

** Holidays that land on Saturday or Sunday will be observed on an alternative day or days during the week before or after the holiday. Anytime the center will be closed a notice will be posted as a reminder.

Enrollment Forms 746.501 (12)

Parents are responsible for completing enrollment forms prior to care. Forms include an Admission Form, Teacher Information Form, Infant & Toddler Supplemental Form, Health Forms, Permission Form, Discipline Form, and a Child Release Form.

The Admission form contains all the general information needed to enroll your child at the center. Some of the information is required by the Texas Department of Human Services, which licenses our facility. All of the information is essential to the well-being and safety of your child. You must completely fill in all areas of the form on both pages, sign, and return it to the Center at the time of enrollment.

Parents may update their child's enrollment information at any time by completing / submitting a new admission form to the director. Admission forms are located on our website at childcarebc.com.

The Teacher Information Form asks a number of detailed questions about your child's background and interests. It is used by the teachers to get to know their children. In addition, for children entering an infant or toddler classroom, an Infant or Toddler Supplemental Form may also be required.

The Health Form includes questions about your child's immunizations, disease history, and medical needs. If you have any additional medical concerns, please talk to your child's teacher or one of the Center's staff. This form must be signed by your child's physician. We must have this form signed and on file prior to your child's enrollment in the Center. With this form, we also need a copy of your child's immunization records.

Tuition and Fees

Tuition is based on facility and staffing that we must have available in order to care properly for your child. Therefore, if your child does not attend for any reason, tuition is NOT reduced. No reduction is given for unexpected closings, holidays, severe weather closings, absences, vacations, or domestic problems.

Bullfrogs and Butterflies Child Care Center utilizes Tuition Express to process all payments electronically. Payments can be auto-drafted or processed online. Credit cards are not accepted due to processing expenses.

Tuition is payable in advance. Parents may pay for the entire month, or they may pay ½ of the month's tuition on the 1st, and pay the other ½ by the 15th. Payments are considered late on the 1st working day after the due date. A fee of \$5.00 will be assessed for each day payments are received late.

Tuition is based on the classroom, not on the child's actual age. The administrative staff determines when children advance from one classroom to another.

Full Time Tuition is:

Room 1: Infants	\$865.00 monthly
Room 2: Infants	\$865.00 monthly
Room 3: Infants & Toddlers	\$825.00 monthly
Room 4: Toddlers	\$765.00 monthly
Room 5: Early Pre-K	\$725.00 monthly
Room 6: Pre-K	\$725.00 monthly

Tuition Rates are subject to change.

In addition to tuition, the Center has the following required fees:

At the time of enrollment, a one-time non-refundable registration fee of \$100.00 is required.

All Children are required to sleep on a 4 fold Kindermat. Nap Mats can be purchased from the center for \$15.00.

A quarterly material fee of \$40.00 per child is charged in **August, November, February, and May.**

Also, the Center has the following fees which are incurred in certain situations:

A late pickup fee of \$5.00 is incurred for every 5 minutes (or portion thereof) that a parent is late in picking up a child past the designated pickup time. The pickup time is 5:45 p.m.

A returned check fee of \$25.00 is assessed for every check or electronic withdrawal returned by your bank. In addition, if the return causes your payment to be late, you are also assessed the appropriate late payment fee.

In the event that Bullfrogs and Butterflies Child Care Center terminates child care services, a refund will be issued at a pro-rated amount for services that have not been rendered.

Chain of Concern 746.501 (17)

When you have a concern, question, or comment, you should consider your child's teachers as your first resource. They are usually able to answer questions, not only about classroom procedure, but also more general questions about your child's development.

● If you have a question or concern which your child's teachers cannot address, or if you feel more comfortable talking to someone else, please feel free to schedule a parent conference with the Director, Cindy Martin.

Non-discrimination Policy

The Center is in compliance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), The Age Discrimination Act of 1975 (Public Law 94-135), and the Rehabilitation Act of 1973 (Public Law 93-112). This is an equal opportunity program. No person, in the United States shall, on the grounds of race, color, national origin, age, sex, disability, political beliefs, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination. If you believe you have been discriminated against because of race, color, national origin, age, sex, a disability, political beliefs, or religion, you may lodge a complaint against Bullfrogs and Butterflies Child Care Center by immediately writing and/or calling the Civil Rights Department, Texas Department of Human Services, P.O. Box 19030, Austin, Texas 78714-9030 512/450-3630.

Arrival Sign In & Departure Sign Out 746.501 (2)

Parents are required to sign their children in and out of attendance upon arrival and departure using the biometric fingerprint scanner. Every child must be signed out. As a result, no child will be released from the playground area. Our responsibility begins when you place your child in the care of a staff member and ends when you take him/her from the care of a staff member. Please do not allow your child to wander off unattended or leave the building ahead of you. For safety purposes, only those listed on the enrollment forms as designated person for pick up will be permitted to leave with your child/children. If a circumstance should arise for someone other than those on your list to pick up your child/children, you will need to update your list in advance. We will require a Valid ID for identification of an individual we do not recognize. Please inform those you have designated to pick up of our policy.

*When dropping off your child, routine upbeat departures will make their transition to our care more comfortable.

Parent/Child Interaction 746.501(18 & 19)

Parents are welcome to visit the Center any time during the Center's hours of operation to observe their child, the Center's operation and program activities, without having to secure prior approval. Parents may also participate in the Center's operation and activities.

Parents have the right to breastfeed or provide breast milk for their child while in care. A rocking chair is available in infant rooms for comfortable seating. Breast feeding education/resources are available upon request. **746.501 (24)**

Injuries 746.501 (5 & 6)

The staff makes every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur. Teachers and Center Staff are trained in CPR and basic first aid procedures. We have implemented the following procedures, should your child experience an injury while at our center.

The teacher will immediately advise the administrative staff. The administrative staff will determine the severity of the injury (i.e., scrapes, bumps, bruises, etc.) We will administer first aid and forward an accident report home with the person that picks up your child at the end of the day.

In case of a serious accident or injury, EMS (911) will be contacted first. Within the limits of their ability, the staff will administer first aid. We will make every attempt to contact you immediately. If we cannot reach you, we will call the person you have indicated on the forms to make medical decisions for your child. If we cannot reach you, we will release your child into the custody of the emergency paramedics to transport your child for immediate medical care. Staff is prohibited from transporting an injured child. A staff member will remain with your child until you arrive.

Any medical bills that may arise from an accident are the responsibility of the parent.

Children's Illness 746.501(3 & 26)

Every effort is made by Center staff to prevent the spread of disease. Even with precautions, children entering care are likely to experience an increase in mild illnesses. The frequency and severity of these will vary from child to child. However, an average child under the age of five has six to twelve mild illnesses per year.

If your child exhibits a change in mood or behavior after arriving at the center, a health check may be conducted to determine if your child is ill. The health check may include a visual or physical assessment of the child and/or the use of a thermometer to reveal the child's temperature.

When a child is ill, they need a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care. We are not licensed to provide get-well care, therefore, ill children must be

excluded from our care.

In the event that a child becomes ill, we will attempt to contact the child's parents. If we cannot contact the parents, we will contact the person(s) designated as the emergency contact on the child's admission form, and ask them to pick up the child. Ill children are expected to be picked up within 30 minutes from the time of notification.

The administrative staff makes the final decision of whether the child can remain in care or if the child should be excluded from care.

The following conditions are causes for exclusion from the Center:

Fever over 100 degrees. Children should stay at home at least 24 hours after a normal temperature is achieved WITHOUT the help of fever-reducing medications. For example, if your child goes home on Monday with a fever, they may come back to the Center on Wednesday, if their temperature was normal on Tuesday. The 24-hour waiting period allows your child's immune system to regain strength.

Fever over 99 degrees with a stiff neck or back. Children may return only with a doctor's written permission.

Diarrhea (watery, bad-smelling stools more than once in succession). Children may return when normal function returns.

Vomiting (two or more episodes in the last 24 hours). Children may return when they can retain a light meal.

Persistent hacking or congested cough with sore throat (very red or blistered throat). Children may return with doctor's written permission.

Green nasal discharge (indicated a respiratory infection which requires treatment). Children may return with doctor's written permission.

Difficulty in breathing to the point where child is very uncomfortable or unable to sleep normally.

Convulsions.

Persistent pain in abdomen.

Swelling, redness, or throbbing in an injured part of the body.

Undiagnosed profuse rash or blisters on parts of the body.

Unexpected profuse sweating.

Head lice. Children may return after treatment and removal of all nits.

Infectious skin or eye conditions (such as ringworm, impetigo, or pink eye). Children may return 24 hours after treatment with an antibiotic is begun.

Medications 746.501(4)

We do not administer medication to the children in our care. See exceptions below.

Exception: If a child has a recurring medical condition, such as asthma or allergic reactions, the child's parent or health care provider may sign a medication authorization form allowing Bullfrogs & Butterflies Child Care Center to administer the medication when symptoms occur for up to a six month period. The authorization must include information on symptoms to watch for.

Exception: Texas DFPS Rule § 746.3803 (d) of Minimum Standards for Child-Care Centers: Parent Authorization is not required if you administer medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that you administer the medication as prescribed, directed, or intended.

The parent must provide diaper Ointment, Sun Screen, and Bug Repellent labeled with the child's name as well as a parent's signature on the container in order for the Center to administer the product.

Immunizations for children 746.501(9)

Immunizations are required of all children attending child care in the state of Texas. You must show proof of the appropriate immunizations BEFORE your child can attend the Center. We must have a written plan of action signed by your child's physician if the immunizations are not meeting the Texas Minimum State Vaccine Requirements for Child-Care Facilities.

Exception:

Exceptions for immunization requirements must meet criteria specified by the Texas Department of State Health Services rules in 25 TAC§ 97.62 (relating to Exclusions from Compliance). You must contact the local health department to find out what you must provide to us in lieu of the immunization record.

All children must have a Health Statement signed by their physician and submitted within the first thirty days of enrollment. Every child four (4) years of age or older must have a vision and hearing screening signed by their physician to be in care. TB testing is not required by the county for children to attend Child Care.

Employee Immunizations 746.501 (27)

Immunizations are not just for children. Childcare center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Vaccine preventable diseases (VPDs) are conditions which are preventable through vaccines available to protect against specific diseases. A list of VPDs can be found at www.cdc.gov/vaccines.

Bullfrogs and Butterflies Child Care Center employees are encouraged to receive vaccines for VPDs listed by the Center for Disease Control and Prevention; however, vaccines are not required for employees.

Emergency Preparedness 746.501 (23)

In the event of an emergency, operating procedures are in place to ensure the safety of children.

Evacuation Plans:

- In some circumstances, parents will be called upon to pick up their children.
- In the event of an emergency, all employees are responsible for moving children to the designated safe area or alternate shelter. Employees are required to guide children who can walk, carry children younger than 24 months of age and who have limited mobility, or who otherwise may need assistance in an emergency; such as children who have mental, visual, or hearing impairments.
 - When necessary, local authorities will be called and the following resources may be requested for transportation:
 - Transportation may include voluntary use of personal vehicles, city / city-owned vehicles, school / university buses, leased or rented buses, and state-owned or contracted vehicles.
 - If additional transportation resources are needed, other local or state government transportation will be called upon for assistance.

The line of succession for the Transportation Officer for direction and control in the city of College Station, TX is:

- ›› Emergency Management Coordinator (EMC) @ 979-764-6210
- ›› Assistant EMC @ 979-764-6211
- ›› P&DS Assistant City Engineer (Transportation) @ 979-764-3714

Emergency evacuation & relocation diagrams are located in areas specified by DFPS & local authorities

Alternate Shelter: Bryan High School, 3450 Campus Drive, Bryan, TX - 979-209-2400

- Upon departure and arrival, the director or alternate assistant will have a list of all children that must be accounted for. Together, the director or alternate assistant and the caregivers will verify that all children are present.
- The director or alternate assistant is responsible for calling the local authorities needed such as: Fire department, ambulance, local police or sheriff, poison control, health department, parents, and DFPS child care licensing.
- The director or alternate assistant is responsible for securing children's emergency numbers, emergency medical authorizations, and attendance sheets during an emergency.

Emergency Drills

Emergency Fire Drills are held monthly and Severe Weather Drills are held every three months to ensure children are accustomed to emergency evacuation and relocation procedures.

Weather Closures

Administrative staff may close the center due to an emergency situation, including but not limited to, severe weather conditions. We are committed to the safety of our children, parents, and employee's. Closures and re-openings will be posted on KBTX.

Clothing & Personal Belongings

Children are not allowed to bring personal belongings such as toys or makeup from home. The Center is not and will not be responsible for any items brought from home, including jewelry.

Your child will have the opportunities to experience a variety of activities. Children will be using art materials, enjoying outside play and self feeding at times. Please do not bring your child/children in clothing or shoes that should not get dirty.

All children will go outside for a minimum of 60 minutes per day, weather permitting.

Each child will need one complete set of clothes at the center. Please mark all personal items for easy identification, such as coats, sweaters, gloves, blankets, etc.

*We will not replace lost articles.

Infants & Toddlers: Parents must provide the following: Diapers or Pull-ups, Wipes, Ointment, Bottles (liners if necessary), Pacifier, and Formula. We will notify parents when their child is running low on supplies. If a parent fails to supply these items; the center will charge \$1.00 for each diaper and \$10.00 plus the cost of formula (a receipt will be provided)

Discipline and Guidance Policy 746.501(7)

At Bullfrogs and Butterflies, your child will develop self-discipline & constructive self-management of conflicts through positive guidance & understanding that every action has a logical consequence. Behavior modifications begin with re-direction, warnings, if-then statements, time away from the group or activity. A discussion of inappropriate action or behavior to help the child understand what is and is not appropriate will occur.

You will receive 2 copies of the discipline and guidance policy form; one for you to keep and one for you to sign and return to us.

Strategies to address challenging behaviors will be discussed with parents as needed, and framed around school readiness. Parents will be kept informed of the child's progress or lack thereof. We reserve the right to refuse, or discontinue service if a child exhibits a pattern of defiance towards authority, uses excessive harsh language, bites, or poses a threat against self, staff or the children in care.

Tax Statement

A statement will be provided before January 31st of each year for those who plan to expense childcare when filing taxes with the IRS. Please make arrangements to pick up these forms; they will not be mailed.

Meals 746.501(8)

Meals are served at no extra charge. Bullfrogs and Butterflies serves breakfast, lunch, and afternoon snack to all children who are in attendance at the time of service. Morning snack service starts about 8:30am, lunch starts about 11:00am and afternoon snack is served about 3:00pm. We will not "hold" meals for your child. If your child is not at the Center when a meal is served, he/she will not receive that meal. Please make arrangements for your child to be fed prior to arrival if it is after meal service time. Bullfrogs and Butterflies participates in the Child & Adult Food Program (CACFP). Our nutrition standards / menu planning, cooking procedures, and kitchen facilities follow CACFP guidelines. In addition:

- liquids and foods hotter than 110 degrees F are kept out of children's reach
- staff are educated on food allergies and precautions are taken to ensure children are protected
- all food served is commercially prepared or prepared in a kitchen that is inspected by local health officials
- healthy snacks are available for school aged children as students arrive
- Foods are not used as rewards
- Food brought from home will be served in addition to meals served at the center

Bullfrogs and Butterflies is inspected by the Brazos County Health Department. Menu's are posted monthly in our lobby and on our website.

If you choose to send food from home for your child, it is the parents responsibility to pack nutritious meals and to keep meals cold away from home. Foods brought from home must not pose an allergy risk to children in care. Reference USDA.gov for:

- information on children's nutrition
- safe food storage / maintaining appropriate temperatures
- allergies and food safety

We do not refrigerate or microwave food brought from home.

We welcome menu suggestions. However, we are NOT able to prepare separate meals for children based on their preferences. All children will be served the same meal, with the following exceptions.

► A child that is allergic or sensitive to a particular food. In this case, a physician's note is required, which must state which food(s) are to be avoided. In those cases, the identified foods will not be served. Families must provide acceptable substitutions if desired. Please notify the Director upon enrollment if this applies to your child.

Infants are served whenever they are hungry. All other children eat their meals together with their classmates.

Non-Hiring Of Center Staff

In order to maintain the Center's confidentiality and professionalism, persons employed as staff at or by the Center are prohibited from contracting, soliciting or engaging in temporary employment as a caregiver or babysitter for any parent/guardian who has a child enrolled at the Center.

License & Regulations 746.501(20 & 21)

Bullfrogs & Butterflies Child Care Center is licensed by the state of Texas as a Child Daycare Center with the capacity for 76 children, 8 weeks to 12 years of age. Learning programs are based on developmentally appropriate practices.

You are entitled to see the following information. You may ask the Director or Assistant to show you the most recent copy of:

*Minimum Standards for this Child Daycare Center; these are also available on the web at www.dfps.state.tx.us or your local Licensing Office.

*The most recent DFPS Inspection/Investigation Report, (compliance information is also available on the web at www.dfps.state.tx.us or your local Licensing Office)

*The Child Daycare Center's Operational Policies and Procedures (hand book)

Keeping Children Safe

Reporting Abuse or Neglect: Texas Law requires caregivers to report suspected child abuse or neglect to the Texas DPRS or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith. These are also available on the web at www.dfps.state.tx.us or your local Licensing Office at 979/776-7498.

The Center's Director or teacher will notify the Department of Protective Services, and/or the local law enforcement officials, when it appears that a child is being seriously neglected or abused.

The Texas Family Code (sections §34.07) States, Failure To Report: (A) A person commits an offense if the person has cause to believe that a child's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect and knowingly fails to report it, in accordance with Section §34.02 of the code, (B) An offense Under this Section is a "Class B" Misdemeanor.

Preventing and Responding to Abuse and Neglect of Children 746.501(25)

Employees are required to obtain a minimum of 24 clock hours of training each year relevant to the age of the children for whom the caregiver provides care. At least one clock hour of annual training must focus on prevention, recognition, and reporting of child abuse and neglect, in accordance with Texas Department of Family and Protective Services, Rule §746.1309 of Minimum Standards for Child-Care Centers.

Resources are available at <http://www.dfps.state.tx.us/Training/Reporting/resources.asp> for employees and parents on increasing awareness and prevention of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect.

Bullfrogs and Butterflies Child Care Center will work with community organizations to provide guidance and contact information for parents/caregivers on preventing and reporting abuse or neglect.

Local Resources:

Child Protective Services
(979) 776-3637

College Station Police Department
(979) 764-3600

Bryan Police Department
(979) 361-3888

Gang-Free Zone 746.501(22)

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Things to bring for your child:

Infants

- Change of Clothes
- Diapers
- Wipes (In plastic container the first time, refills thereafter)
- Diaper ointment
- Pacifier
- Formula
- Bottles (Bottles are sent home daily, Please bring one (1) more bottle than your child would usually use)
- Jar baby food

Toddlers

- Change of Clothes
- Diapers
- Wipes (In plastic container the first time, refills thereafter)
- Diaper ointment
- Small blanket for naptime

Pre-School

- Change of Clothes
- Small blanket for naptime

*Change of clothes is a must. When we send clothes home, please replace them the following day.

*Bottles are rinsed out, not washed. Please wash and sanitize your child's bottles and return them the following day.