



Butterflies Academy

Where Learning Is Fun

PARENT HANDBOOK

PRESCHOOL

Ages: 2 to Entry to Kindergarten

License# 434414738

Butterflies Academy
14103 Saratoga Ave, Saratoga, CA 95070
Tel: 408.867.3772, info@ButterfliesAcademy.com
www.ButterfliesAcademy.com

WELCOME NOTE

Dear Families,

Thank you for entrusting Butterflies Academy Preschool with the care and nurture of your child!

It is our pleasure to welcome you to Butterflies Academy Preschool. Our goal is to provide a safe, secure, and nurturing environment for your child that fosters physical, social, emotional, and cognitive development. Parents, as a child's first and most important teachers, are an integral part of our program. While you are participating in the program, we hope to develop a partnership between home and school that benefits the development and growth of your child.

This handbook will serve as a road map for the school. It contains general information and important policies that govern our preschool. We use the language of rules and regulations in the context of mutual respect and concern. The handbook represents our social contract and the bond of our community. As such, it outlines the relationships and responsibilities that are carried out within our school community.

There may be updates, additions, or changes that occur throughout the year, but every effort will be made to provide clear and timely communication to keep you informed.

Thank you,

Farinaz Azarchehr (Naz)

Executive Director

TABLE OF CONTENTS

WELCOME NOTE	1
TABLE OF CONTENTS	2
ABOUT US	3
MISSION STATEMENT	3
PHILOSOPHY OF LEARNING	3
ENSURING SUCCESSFUL DEVELOPMENT	3
DIVERSITY	4
STAFF	4
EXTRA-CURRICULAR/ENRICHMENT PROGRAMS	4
ADMISSION POLICY	4
AGES OF CHILDREN ACCEPTED FOR CARE	4
ADMISSION FORMS	5
TUITION AND FEES	5
CALENDAR	5
WITHDRAWALS	5
ABSENCES	6
MODIFICATION CONDITION	6
VISITS AND CONFERENCES	6
NOTICE OF NONDISCRIMINATORY POLICY AS TO CHILDREN	6
SCHOOL HOURS AND CONTACT INFORMATION	6
SCHEDULE OF DAILY ACTIVITIES	7
DROP OFF/PICK UP POLICY	7
CHECK-IN/CHECK-OUT PROCEDURES	7
PICK-UP AUTHORIZATION	8
EARLY PICK-UP	8
LATE-PICK UP CHARGES	8
HEALTH AND SAFETY POLICY	8
WHAT TO DO WHEN YOUR CHILD IS SICK	8
EXPOSURE NOTICES	8
CONTAGIOUS/COMMUNICABLE DISEASES	9
RETURNING TO SCHOOL	9
EMERGENCY MEDICAL TREATMENT	10
MEDICINES FROM HOME	10
PRESCRIPTION MEDICATION	10
REQUIRED IMMUNIZATIONS	10
ACCIDENT AND INCIDENT REPORTS	10
CONTROLLING THE GERMS	11
ENTRY/EXIT	11
TRAFFIC, CAR SEATS, BUILDING SAFETY	11
PHOTO/VIDEO SHARING	12
CHILD ABUSE REPORT	12
CLASSROOM POLICIES AND PROCEDURES	12
ITEMS YOUR CHILD NEEDS	12
CLOTHING	13
NO OUTDOOR SHOES ALLOWED INSIDE	13
TOILET TRAINING	14
FIELD TRIP PROVISIONS	14
SCREEN TIME	14
TRANSPORTATION ARRANGEMENT FOR FIELD TRIPS	14
SNACK/LUNCH/WATER	14
LUNCH/SNACK TIME	15
ARRIVAL TIME	15
BIRTHDAYS	16
DAILY ROUTINE	16
AIR QUALITY INDEX (AQI)	16
NAPPING	16
LABELING AND LOST & FOUND	16
TOYS	16
DRAMATIC PLAY/PRETEND PLAY	16
CONCERNING BEHAVIOR	17
DISCIPLINE POLICIES	17
SCHOOL POLICIES	17
TUITION INCREASE	18
EMERGENCY PROCEDURES	18
EMERGENCY PROCEDURES	18
EMERGENCY RELOCATION SITES	18
EMERGENCY HOSPITAL	18
EMERGENCY NOTIFICATION & CHILD RELEASE POLICY	18
EMERGENCY AND TUITION POLICY	18
COMMUNICATIONS GUIDELINES	19
CONFLICT OF INTEREST POLICY	19
COMMUNITY RESOURCES/CONSULTANTS	20

ABOUT US

MISSION STATEMENT

At Butterflies Academy, children learn through their own experiences and interactions, which is the foundation of our curriculum. Children are given the opportunity to explore materials and engage in a range of activities, including music, yoga, art, language development, pre-math skills, science, and dramatic play. These experiences help build self-esteem, independence, and problem-solving abilities.

Learning extends beyond the classroom. Our daily routine includes outdoor activities that support motor skill development, foster an understanding of the natural world, and offer enriching experiences like water play. By creating natural and enjoyable learning opportunities, we make the process of discovery both engaging and enjoyable.

Butterflies Academy is committed to:

- Academic excellence and a love of learning through developmentally appropriate curriculum and play-based methods.
- Cultivating respect and compassion for others.
- Celebrating and engaging with diverse spiritual and cultural traditions.
- Fostering environmental stewardship and respect for nature.

Our goal is to prepare students for kindergarten and life by:

- Providing a play-based curriculum that includes math, science, physical activities, language, sensory experiences, music, and arts.
- Offering hands-on activities that connect children with nature and promote social skills.
- Encouraging initiative, collaboration, self-confidence, and ethical behavior.
- Regularly assessing student progress and partnering with parents to support each child's growth.
- Ensuring a safe and nurturing environment.
- Fostering a collaborative community of parents, teachers, and students.

Philosophy of Learning

Butterflies Academy follows a child-centered approach inspired by the developmental theories of Piaget, Montessori, and Reggio Emilia. Play is the foundation of our curriculum, and teachers offer a balanced environment of security, stimulation, support, and affection. We respect each child as an individual in a child-centered program rather than a teacher-directed one.

We provide a range of hands-on, age-appropriate materials and activities that encourage children to learn through their own experiences. Understanding that each child develops at their own pace and has unique interests, we ensure activities are respectful of individuality and development.

Routine and consistent learning experiences provide children with security and a love for exploration. Our open classroom allows children to choose activities from art, music, language, math, science, nature, and dramatic play, building self-confidence, independence, and problem-solving skills.

Small group sizes and low teacher-to-child ratios ensure individualized attention. Outdoor play is a vital part of our curriculum, providing opportunities for motor development and exploration of the natural environment.

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ENSURING SUCCESSFUL DEVELOPMENT

Each activity at Butterflies Academy is designed to encourage exploration, skill mastery, and personal growth. Children are guided to understand that they are

intelligent, creative, and valued as both individuals and group members. Our program helps children learn to share their abilities, celebrate achievements, and navigate compromises with others.

We believe all children can learn and grow, but we recognize that challenges are part of the process. Teachers and staff are here to support children as they face difficulties, using a positive, individualized approach tailored to each child's needs. If a concern arises about a child's behavior or development, the process is as follows:

1. Teachers and administrators observe and document the issue.
2. A meeting is held with parents to discuss the situation and develop a plan to support the child.
3. If additional help is needed, a specialist may observe the child and recommend strategies for the home and classroom.
4. A follow-up plan is created and monitored for success.
5. If challenges persist, further discussions with teachers, parents, and specialists will determine the next steps, which may include alternative care arrangements.

DIVERSITY

At Butterflies Academy, we celebrate diversity and encourage children to learn about and respect different cultures, traditions, and lifestyles. Families are invited to share their heritage through books, traditional clothing, musical instruments, or other resources to help enrich our community's understanding.

We maintain an anti-bias environment where children are taught to appreciate both differences and similarities. Our curriculum encourages exploration of self, others, and relationships through stories, music, art, dramatic play, and adult modeling. By engaging in these activities, children learn respect for diverse perspectives and ways of life, fostering a culture of inclusion and understanding.

STAFF

All Butterflies Academy teachers and caregivers are trained as early childhood educators. Teachers are required to meet and maintain all early childhood education courses mandated by the State and Butterflies Academy requirements. Most of our staff hold degrees and professional certifications. In addition, all staff are certified in Health and Safety, CPR, and First Aid.

EXTRACURRICULAR/ENRICHMENT PROGRAMS

Butterflies Academy may offer Creative Arts, Music and Yoga as complimentary enrichment programs as part of the curriculum. However, these programs may vary based on public health emergencies, air quality, or our ability to meet additional financial obligations.

ADMISSIONS POLICY

Children's Age Accepted for Care

Butterflies Academy serves children ages 2 through entry to kindergarten.

Admission Forms

All admission forms and required documents must be completed and submitted before attending the program. The physician's report may be submitted within two weeks of the first day of school attendance. Parents/guardians are responsible for informing the school administration of any changes to these records (including Emergency Contacts, Pick-Up Authorization List, medical information, etc.). "Identification with regard to children on the basis of race, color, sex, religion, nationality, or ethnicity is required to be kept on file by the State of California." All children who are accepted and enrolled in the program will be guaranteed a spot if their tuition is current.

TUITION AND FEES

- **Due Date:** Tuition is due on the **1st day of each month**. If the 1st falls on a weekend or holiday, tuition is due on the **first business day** of the month.
- **Late Fees:** A **\$25 late fee** will be applied if tuition is paid after the **5th day of the month**. If tuition is not paid by the **10th day**, **cash payment** will be required.
- **Payment Methods:** We accept **cash** and **check**, but highly recommend **Zelle** payments for convenience.

Zelle Details:

- Account Name: Butterflies Academy
- Email: Info@ButterfliesAcademy.com

Note: Please include the child's full name in the memo line for all payments.

- **Returned Payments:** There is a **\$45 fee** for all returned payments. Immediate **cash payment** may be required to settle any owed tuition.
 - **Non-Refundable Fees:** The first month's tuition and enrollment fees are **non-refundable** under any circumstances.
 - **No Credits:** Credits or refunds are not provided for holidays, illness, or days your child does not attend Butterflies Academy.
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CALENDAR

Butterflies Academy is a year-round preschool program. During the school year, it follows the Saratoga School District calendar and remains open in the summer.

WITHDRAWALS

Parents are required to submit a 30-day written notice when withdrawing their child from the program. This allows the center to contact families on the waiting list.

ABSENCES

Please notify the school of your child's absence or illness by 9:00 a.m. via call, text, or email. Absences are nonrefundable, and makeup sessions will not be offered.

MODIFICATION CONDITION

Any modifications to the admission agreement will be communicated 30 days in advance.

Changes to this agreement, whenever necessary, will be provided in writing and must be signed and dated by the parent and the center. Should you make changes to your child's program, the contract will be updated to reflect the current tuition rates, and applicable fees will be applied.

VISITS AND CONFERENCES

While families have the explicit right to see their child at any time of the day, we ask for your cooperation in protecting the integrity of the program. If you need to consult with your child's teacher or the Director, an appointment must be arranged.

During your visit, please interact only with your child and not with the staff.

Butterflies Academy is not responsible for any child whose parents are present at the school.

Parents/guardians are encouraged to communicate concerns, questions, or comments with the Director by appointment, email, or text, but not during school hours to ensure the safety of the children.

Conferences will be held in November and May. You may request an additional conference with your child's teacher, if necessary, between those months.

NOTICE OF NONDISCRIMINATORY POLICY

Butterflies Academy preschool admits children of any age, race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally made available to children at the school. We do not discriminate based on race, color, national, or ethnic origin in the administration of educational policies, admission policies, scholarships, loan programs, athletics, or other school-administered programs.

School Hours and Contact Information

School Hours:

8:00 AM to 5:30 PM, Monday to Friday

Physical Address:

14103 Saratoga Ave
Saratoga, CA 95070

Contact Information:

- Tel: 408-867-3772
 - Direct: 408-781-7874
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- Website: www.ButterfliesAcademy.com
- Email: Info@ButterfliesAcademy.com

Mailing Address:

200 Winchester Circle, Unit C322
 Los Gatos, CA 95032

Butterflies Academy Preschool is an Educational 501(c)(3) Non-Profit Public Benefit Corporation

Tax ID: 47-4666290

Facility License: 434414738

Schedule of Daily Activities

TIME	ACTIVITY
08:00 – 09:00	Arrival & Child Chosen Activities
09:00 – 09:30	Learning Center & Creative Play
09:30 – 10:00	Circle Time
10:00– 10:15	Bathroom & Handwashing
10:15– 10:45	AM Snack/Outdoor
10:45– 11:45	Outdoor Exploration/Playground
11:45 – 12:00	Handwashing
12:00 – 12:30	Lunch/Outdoor
12:30 – 12:45	Bathroom & Handwashing
12:45 – 01:00	Story Time
01:00 – 02:45	Nap Time/Quiet Rest
02:45 – 03:00	Nap Area Clean Up
03:00 – 03:15	Bathroom & Handwashing
03:15 – 03:45	PM Snack/Outdoor
03:45 – 04:30	Outdoor Exploration/Playground
04:30 – 04:45	Bathroom & Handwashing
04:45 – 05:15	Learning Center & Creative Play
05:15 – 05:30	Quiet Activities & Departure

Note: The daily schedule may change based on weather conditions and other factors.

Drop-Off/Pick-Up Policy

Belongings:

Please check your child’s belongings at pick-up time to ensure nothing is left behind.

Check-In/Check-Out Procedures:

As per the California Code of Regulations, Title 22, administered by CDSS, all children must be check in and out each day. This procedure is mandatory and will

be managed by our staff using Hi Mama (Lilio) platform to track attendance.

Pick-Up Authorization:

Children will only be released to individuals listed on the "Pick-Up Authorization List." NO EXCEPTIONS. Parents can revise the authorization list at any time by submitting changes in writing. Authorized individuals unknown to staff must provide valid identification before the child is released. The minimum age for an authorized pick-up person is 14 years old.

Early Pick-Up:

If you need to pick up your child early for personal reasons (e.g., medical appointments), please notify the director in advance. Regular sign-out procedures will still apply. For continuity, we request that early pick-ups or drop-offs are not scheduled during nap time (12:30 to 3:00 PM).

Late Pick-Up Charges:

A late pick-up fee will be charged as follows:

- **Part-Day Enrollment:** Late fees start at 12:01 PM.
- **Full-Day Enrollment:** Late fees start at 5:31 PM.
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Late Fee Structure:

- 5:31–5:45 PM: \$2.00 per minute, per child
- 5:46–6:00 PM: \$4.00 per minute, per child
- 6:01–6:30 PM: \$6.00 per minute, per child
- After 6:30: \$10.00 per minute, per child

Late pick-up charges will be added to the following month's invoice. Late fees are **not prorated**. After 5:35 PM, parents must sign the "Late Pick-Up Slip," including the time and the child's full name.

Health and Safety Policy

What To Do When Your Child Is Sick:

Our goal is to provide a safe and healthy environment for all children, parents, and staff. To maintain this, we ask for your cooperation. If your child shows signs of a contagious illness or infection, they must remain at home until they are no longer contagious.

If a child becomes ill while at school, they will be placed in an isolated area under staff supervision. Parents will be notified and required to pick up the child within 45 minutes.

Exposure Notices:

Parents/Guardians must notify us immediately if their child is diagnosed with a contagious illness or disease. In such cases, Butterflies Academy will send an "Exposure Notice" email to inform families. A doctor's note may be required before the child can return to school, confirming they are no longer contagious.

Do Not Bring Sick/III Children to the Center

To prevent the spread of illness, please keep your child at home if they exhibit any of the following:

- Fever of 100°F (underarm) or 101°F (oral) within the last 24 hours
- Vomiting and/or diarrhea
- Excessive red eyes or conjunctivitis ("pink eye")
- Hacking cough
- Contagious rashes, ringworm, or similar conditions
- Colds with coughing, fever, and a runny nose
- Persistent or discolored runny nose
- Contagious diseases like chickenpox, measles, or mumps
- Open mouth sores or drainage from the eyes, ears, or open wounds

If your child exhibits two or more of the following symptoms, you will be contacted to pick them up:

- Inability to participate comfortably in activities
- Requiring one-on-one care
- Excessive fatigue or drowsiness
- Difficulty breathing
- Flushed or pale appearance
- Complaints of headache, stomachache, or pain
- Excessive sneezing or mucus discharge

If symptoms persist or worsen after returning to school, your child may be sent home again. A doctor's note may be required for re-admittance.

Contagious & Communicable Diseases

The State of California requires a physician's certification of good health prior to enrollment. Additionally, health regulations require families to immediately notify the school of any contagious diseases or serious illnesses within their household.

Reporting Contagious Illnesses

Parents must report any contagious illnesses to the school immediately. The following policies apply:

- **Head Lice:** Children and staff may return to school **only after completing treatment and providing a physician's note** confirming they are **lice-free** (i.e., no live lice or viable nits present).
- **Scabies:** Children may return to school **only after completing treatment and providing a physician's note** confirming they are **no longer contagious**.

Returning to School After Illness

- Children may **not** return to school after a **contagious or serious illness** without a **physician's written statement** confirming they are no longer contagious.
- For chronic conditions (e.g., sinus infections, allergies), a **physician's note must be kept on file** to clarify that the condition is not contagious.
- Parents must **inform teachers** about their child's illness to allow staff to monitor

their health upon return.

This policy ensures the **health and safety** of all children and staff while minimizing the risk of spreading illnesses within our school community.

Emergency Medical Treatment

If a child experiences a medical or dental emergency and the authorized representative cannot be reached immediately, or if the child's condition requires urgent care, Butterflies Academy will seek emergency medical treatment without delay.

Medicines from Home

As per California State Law and regulations by Community Care Licensing and the County Office of Education, Butterflies Academy administers medicine only under the following conditions:

1. **Prescription Medication Only:** No over-the-counter medications are allowed.
2. **Original Packaging:** The medicine must be in its original container with the doctor's signature and labeled dosage.
3. **Signed Medication Form:** Parents must complete a school medication form for each date of administration, providing specific instructions.

Topical ointments like Neosporin or antibacterial soap may be used by staff as needed. Band-Aids and ice are also used for minor injuries. In emergencies, doctors will administer any necessary life-saving measures as outlined in the signed medical consent form.

All prescription medications will be securely stored out of children's reach to ensure their safety.

Required Immunizations

Butterflies Academy follows the State of California's immunization requirements:

- All children must provide proof of up-to-date immunizations prior to attendance.
 - A TB assessment or TB skin test must have been completed within one year prior to enrollment, with documentation from a physician's office.
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Accident and Incident Reports

- **Accident Reports:**
Any accidents resulting in injury are documented daily. Parents will receive a

written report, and first aid will be administered as needed.

- **Incident Reports:**

These are issued for injuries or chronic disciplinary issues. Minor incidents will be communicated verbally or via text.

- **Head Injuries:**

Parents will be notified immediately if their child sustains a head injury, regardless of severity. Please ensure all contact information is kept up-to-date to facilitate timely communication.

Note: Injury reports are not required if the parent is present at the time of the injury, as Butterflies Academy is not responsible for children when their parents are on-site.

Controlling Germs

To maintain a sanitary environment, the following procedures are followed frequently:

- Disinfecting desks, chairs, and toys.
- Teaching children to cover their mouths with their upper arms when coughing or sneezing.
- Encouraging proper handwashing before and after meals, bathroom use, outdoor play, and messy activities.

Entry/Exit Policies

Our facility is secure with locked external gates. Only authorized parents/guardians or individuals listed on the child's file may pick up children.

- Always ensure the door closes securely behind you.
- Children are not allowed to open or close doors.

Traffic, Car Seats, and Building Safety

To ensure safety:

- Children under 4'9" or not meeting the age/weight requirements must use a car seat or booster seat as per California State Law.
- Butterflies Academy will not release children to anyone without a car seat or if the child is seated in the front passenger seat.

Parents must ensure their child's safety after signing them out.

- Hold your child's hand and ensure they do not run ahead.
- Do not allow other children to leave the building with you unless authorized.

The parking lot speed limit is **5 MPH**.

Photo/Video Sharing Policy

- **Use of Photos and Videos:**
Butterflies Academy reserves the right to use photos and videos of children for school promotions, including websites, social media, and other marketing materials. These materials remain the property of Butterflies Academy, even after a child graduates.
 - **Restrictions for Parents and Guardians:**
Parents and guardians are not permitted to take photos or videos of children other than their own unless authorized as official photographers for a school event.
 - **School Photo/Video Sharing:**
Butterflies Academy frequently shares photos and videos of children in the school's WhatsApp group. Parents are encouraged to engage and post comments in the group.
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Child Abuse Reporting

All staff are legally mandated reporters of suspected child abuse. If abuse is suspected, staff are required to contact Child Protective Services and Community Care Licensing. The individual suspecting abuse must also report it to the school director immediately.

Classroom Policies and Procedures

Items Your Child Needs:

- **Change of Clothes:** One complete change of clothes, including underwear and socks, appropriate for the season. This should be kept in the child's backpack. Parents are responsible for taking the bag home daily to ensure the clothes are replenished and appropriate.
- **Water Bottle:** A spill-proof water bottle filled with fresh water daily.
- **Lunch Box:** A healthy lunch along with morning and afternoon snacks.
- **Utensils:** Forks and spoons.
- **Nap Mat (Full-Day Enrollment Only):** A child-sized nap mat.

Additional Items for Non-Potty-Trained Children:

- **Water Wipes:** For face cleaning.
- **Regular Wipes:** For diaper changes.
- **Diapers or Pull-Ups**

- **Rash Cream:** If needed.

Notes:

- Nap mats must be taken home every **two weeks** for laundering.
 - All personal belongings should be **labeled** to prevent loss or confusion.
 - During summer, each child will need a **swimsuit, sunscreen** and **sandals** for water play and messy sensory activities. **Parents are required to apply sunscreen to their child before sending them to school.** Dates for these activities will be communicated in advance via email
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Clothing

Outdoor play is an essential part of each child's daily routine. **We cannot keep any children indoors, as we are not staffed for one-on-one care.**

Children go outdoors every morning and afternoon unless extreme weather conditions occur. Ensure your child's clothing is:

- Comfortable, washable, that allows for self-dressing.
- Suitable for play.
- Free from superhero costumes, fancy dresses, or princess-style outfits.
- Skirts and dresses are not allowed for children still potty training.
- **Shoes must be athletic type with rubber soles** for safety. Shoes with heels, open toes, or without straps (e.g., sandals, clogs, flip-flops, "Crocs," or cowboy boots) are not allowed.

Layered clothing is recommended for changeable weather (e.g., a long-sleeved shirt over a short-sleeved T-shirt).

If your child uses spare school clothing, ensure it is returned laundered within a couple of days.

No Outdoor Shoes Allowed Inside

At Butterflies Academy, we prioritize hygiene and children's physical development.

Outdoor shoes are not allowed inside classrooms.

Children must wear grip socks or slippers for safety and sanitation.

Toilet Training

- Parents/guardians must inform the school at the time of enrollment if the child is not potty trained.
- Staff will assist children who are going through the potty-training process needing help in the bathroom.

- Teachers **will not wipe or clean potty-trained children**. Parents will be contacted to pick up their child if a poop accident occurs.

Pull-ups are required until a child is fully potty trained and accident-free for two consecutive weeks. **A \$30 cleaning fee** will be applied for accidents if the child is not wearing pull-ups when not fully potty trained.

Definition of a Fully Potty-Trained Child:

1. Can control bowel and bladder and use the bathroom for elimination.
2. Can adjust clothing independently to urinate or have a bowel movement.
3. Can initiate bathroom use without reminders.
4. Can wipe themselves after using the toilet.
5. Can wash and dry hands after bathroom use.
6. Is accident-free for two consecutive weeks.
7. Can delay bathroom use when necessary.

A child who does not meet all these criteria is **not considered fully potty trained**.

Field Trip Provisions

Butterflies Academy may include field trips as part of its curriculum. When field trips are scheduled, parents will be notified in advance via email. Parents are highly encouraged to join. If parents are unable to accompany their child on the field trip:

- A **permission slip** with detailed trip information will be sent home.
 - Parents must **sign and return** the permission slip for their child to participate.
-

Screen Time

Educational videos aligned with the monthly lesson plan are occasionally shown during screen time, lasting 10–15 minutes per session.

Transportation Arrangements for Field Trips

Parents will be notified in advance of all field trips. Parent drivers will be needed to assist with transportation. Permission slips and car seats are required for all children.

Snack, Lunch & Water

Snacks & Lunch

- **Outdoor Dining:**
Snack and lunch are served outdoors on the upper playground unless the

weather is too hot, cold, or polluted.

- **Parent Responsibilities:**
 - Provide two snacks (morning and afternoon) and a daily lunch.
 - Ensure all food is healthy and adheres to the following guidelines:
 - No candies, marshmallows, or chocolates.
 - **Breakfast at Home:** Please ensure your child eats breakfast before arriving at school.
 - **Lunch Guidelines:**
 - ¼ plate: Protein/meat
 - ¼ plate: Starch/grain/bread
 - ½ plate: Non-starchy vegetables
 - Pack food in kid-friendly containers with:
 - Easy-open lids
 - Leak-proof compartments
 - Fork and spoon
 - **Warm Meals:** Use a thermos container.
 - **No Glass Containers:** For safety, avoid packing glass containers.
 - **Hot Weather:** Use a lunchbox with an ice pack to keep food fresh.

Water

- **Daily Water Bottle:**
 - Send a clean, non-spill water bottle filled with fresh water daily.
 - Butterflies Academy provides filtered water for refills as needed.
- **Hydration Breaks:**
 - Hourly water breaks are scheduled to ensure children stay hydrated.

Snack and Lunch Times

- **Morning Snack:** 10:15–10:45 AM
- **Lunch:** 12:00–12:30 PM
- **Afternoon Snack:** 3:15–3:45 PM

Arrival Time

School begins at **8:00 AM**, and all children must arrive by **9:30 AM** to participate fully in activities and minimize disruptions.

- Parents should assist children in removing shoes and transitioning at the cubby area but should stay in the classroom unless prearranged.
- To allow teachers to focus on children, avoid lengthy conversations during drop-off. For discussions, schedule a separate time with the teacher.

Circle time begins at **9:30 AM** and is a vital part of the program, enhancing social skills and focus while covering weekly topics.

Birthdays

Birthdays are celebrated on the child's birthday.

- Allowed treats: fresh, uncut fruits (e.g., bananas, berries) or store-bought, sealed cut fruits.
 - Parents may plan a fun activity for the celebration (ask for the school's vendor list).
 - Provide a one-week written notice for planned activities.
-

Daily Routine

Butterflies Academy balances indoor and outdoor play to ensure a variety of enriching experiences:

- **Indoor Play:** Music, art, language development, pre-math skills, science, and dramatic play.
- **Outdoor Play:** Motor skill development, water play, and interaction with nature.

When the **Air Quality Index (AQI)** exceeds 100, children will remain indoors. We refer to [SpareTheAir.org](https://www.sparetheair.org) for guidance.

Napping

Nap time is scheduled daily from **12:45–2:45 PM**.

- Cots are provided.
 - All bedding must be labeled, fit in the storage bins, and be taken home for washing on your child's last attendance day of the week.
-

Labeling & Lost & Found

All belongings, including jackets, hats, and bags, **must be labeled** with the child's name.

Please check the **Lost & Found bin** for missing items.

Toys

Children should not bring toys from home unless needed for a transitional period. Superhero toys are not permitted. Clearly label all approved items for special activities or Toy Sharing Days.

Dramatic/Pretend Play

Our dramatic play area is open to all children regardless of religion, culture, or gender. This play encourages self-regulation, social skills, emotional expression, and conflict resolution.

Behavior Guidelines

We recognize that each child has unique needs and personalities. Teachers will provide support and work collaboratively with parents to address behavior concerns.

Behavior that may result in termination:

- Consistent bullying or impulsive behavior.
- Repeatedly injuring other children or staff.

Biting Policy:

Biting is addressed calmly and constructively. Repeated incidents (2 bites in one week) will result in a parent-teacher conference. Continued biting may require alternative childcare arrangements.

Discipline Policies

Our discipline policy focuses on **positive reinforcement** and teaching self-control.

Staff will:

- Praise constructive behavior.
- Redirect or suggest positive alternatives for negative behavior.
- Provide calm, clear explanations when a child's actions are disruptive or harmful.

Physical discipline, threats, humiliation, or disrespectful treatment are strictly prohibited. Persistent behavior challenges will follow our "Ensuring Successful Development" procedure, including input from outside experts if needed.

School Policies

At Butterflies Academy, school policies are in place to ensure a safe, respectful, and productive environment. Parents are expected to follow all school policies thoroughly. Failure to adhere to these policies may result in the school issuing a two-week written notice to withdraw the child from the program.

School Rules for Children

The following simple and positive rules are taught and practiced with our students:

- **Looking Eyes:** Focus and observe.
- **Listening Ears:** Pay attention to what is being said.
- **Classroom Voice:** Use a calm and indoor voice.
- **Helping Hands:** Be kind and assist others.
- **Walking Feet:** Move safely indoors.

To help children regulate their emotions, we teach them a calming technique:

- Breathe slowly through the nose to "smell the flower."
- Breathe out slowly through the mouth to "blow out the candle."

This helps children take deep breaths and calm themselves.

Tuition Increase Policy

- Tuition increases will be communicated to parents with a minimum of 40 days' notice via email.
 - If the new tuition rate does not meet your needs, a 30-day notice in writing is required to withdraw your child.
 - Please note that there is typically a **10% annual tuition increase** due to inflation.
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Emergency Procedures

Emergency Drills

- Earthquake drills are conducted at least twice a year.
- Fire drills occur monthly.
- Records of these drills are kept at the school.

Emergency Disaster Plan

- Emergency disaster plans and emergency contact numbers are stored in the classroom, in the drawer by the entrance.
- In extreme emergencies, we will dial **911** for assistance.

Emergency Relocation Sites

In the event of an evacuation, we will relocate to one of the following sites:

1. **Saint Andrew's Episcopal School**
13601 Saratoga Ave, Saratoga, CA 95070
Tel: 408-867-3785
2. **Saratoga Federated Church**
20390 Park Place, Saratoga, CA 95070
Tel: 408-314-4644

Emergency Hospital

For medical emergencies, the closest hospital is:

- **El Camino Hospital – Los Gatos**
815 Pollard Road, Los Gatos, CA 95032
Tel: 408-378-6131

Emergency Notification & Child Release Policy

- In severe emergencies, we will notify parents via phone and text message.
- It is essential that parents keep their contact information up to date.
- Parents must provide an **Out-of-State contact** in case of emergency.
- Children will only be released to individuals listed on the **Emergency Contact Form** in the child's file. These individuals must present photo identification if they are unfamiliar to the staff.
- Staff members will remain on-site until every child has been safely released.

Emergency and Tuition Policy

- Parents are required to pay a two-week tuition fee if the school is mandated to close due to a public health emergency or any other public emergency.
 - If the school remains open during a public emergency and parents voluntarily choose to keep their child at home, they must pay 50% of the tuition to hold their child's spot in the program.
 - A written notice is required for any adjustments to tuition.
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Communication Guidelines

- Butterflies Academy communicates with parents via email and a dedicated WhatsApp group chat. Parents are required to leave the WhatsApp group after withdrawing their child from the program.
 - For safety and efficiency, teachers are unable to respond to text messages, phone calls, or emails during operational hours. Parents should contact the director via email for non-emergency matters.
 - In case of an emergency, please contact the director or designated staff by phone or text.
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Conflict of Interest Policy

To maintain professional boundaries, Butterflies staff are not permitted to provide additional services to families outside of the school curriculum.

Community Resources / Consultants

Butterflies Academy collaborates with the following professional resources and consultants when necessary:

Community Care Licensing

Child Care Services
2580 N. First Street, Suite 300
San Jose, CA 95131
(408) 324-2148
www.cdss.ca.gov

Community Child Care Council of Santa Clara County, Inc. (4C)

150 River Oaks Pkwy F-1
San Jose, CA 95134
(408) 487-0747
www.4c.org

Ranjana Bhatnagar

Educational Consultant
Email: ranjana.bhatnagar@sjcc.edu
Phone: (408) 768-4081

The National Association for the Education of Young Children (NAEYC)

Website: www.naeyc.org

Resource Area for Teaching (RAFT)

1355 Ridder Park Drive
San Jose, CA 95131
(408) 451-1420
www.raft.net

Education.com

333 S. B Street
San Mateo, CA 94401
www.education.com

Inclusion Support Warm Line

Phone: (408) 453-6651
Email: inclusionwarmline@sccoe.org
Website: www.inclusioncollaborative.org

TRC Associates

Training Resources and Consultation for Early Childhood Professionals

Jeanne R. Thomas, M.A.

Associate Professor of Child Development
Foothill College, Early Childhood Leadership Institute
Email: TRCAssoc@aol.com
Phone: (669) 221-9375



*“If I had my child to raise all over again,
I’d finger paint more, and point the finger less.
I’d do less correcting, and more connecting.
I’d take my eyes off my watch, and watch with my eyes.
I would care to know less, and know to care more.
I’d take more hikes and fly more kites.
I’d stop playing serious, and seriously play.
I’d run through more fields, and gaze at more stars.
I’d do more hugging, and less tugging.
I would be firm less often, and affirm much more.
I’d build self-esteem first, and the house later.
I’d teach less about the love of power, and more about
the power of love.”*

Diane Loomans