



CALICO BUTTERFLY PRESCHOOL

FAMILY HANDBOOK

2024 EDITION

TABLE OF CONTENTS

SECTION 1

GUIDENCE PRINCIPLES.....3

SECTION 2

GENERAL INFORMATION.....5

SECTION 3

FEEES AND CREDITS.....7

SECTION 4

GENERAL POLICIES.....8

SECTION 5

HEALTH POLICIES.....11

SECTION 6

SAFTEY POLICIES.....12

SECTION 1: GUIDING PRINCIPLES

ABOUT CALICO BUTTERFLY

Calico Butterfly Preschool is a community outreach of St. Paul Lutheran Church established in 1981 with a focus to enhance day care methodologies through integration of a developmentally appropriate curriculum provided in a Christian environment. We strive to foster autonomy and self-confidence while maintaining an active partnership between home and school. Calico Butterfly serves children 6 weeks through Pre-Kindergarten.

Our school is an early childhood program that strives to meet the growth of each individual child. Children are met in a warm, caring, consistent environment designed to allow joyful exploration of all classroom learning materials.

Our carefully chosen and trained teaching team of caring, professional early childhood educators recognizes that all children develop and grow at different paces and have different learning styles. Our teaching team guides children through their day using a variety of positive, developmentally appropriate techniques that foster self-control and positive interactions with others.

VISION STATEMENT

Our vision is to be a model provider of quality childcare and learning, supporting children in their early childhood developmental process.

MISSION STATEMENT

As a part of a radically welcoming faith community, Calico Butterfly Preschool celebrates diversity and encourages the joy of lifelong learning.

Through joy and discovery, Calico classrooms nurture and develop emotionally, socially, and academically skilled children who interact confidently with others.

PHILOSOPHY STATEMENT

We believe that diversity enriches our cultural and social experiences and that the differences between children are to be anticipated and embraced. Teachers are committed to the principle that every child deserves to develop to his or her fullest potential. Anti-bias curriculum is a process to help children develop and strengthen their self and group identities, while interacting respectfully with others in a multi-cultural environment.

COMMUNITY EXPECTATIONS

Our intention is to provide a quality early childhood experience. We will strive to work together with families, staff, children, other family members and community members.

STATEMENT ON POSITIVE GUIDANCE

Calico Butterfly Preschool considers it a serious obligation to the children we serve and to the community we reside in, to develop a comprehensive approach to guiding our staff members toward implementing positive guidance policies and procedures that are best for children.

Implementation of the center's guidance policy and procedures by our staff is not negotiable. We employ every possible effort to introduce, train, work with, support and guide our staff toward full implementation, and will not allow for, tolerate, or contribute to any behaviors or actions that are in opposition.

During the interview process and before an applicant will be classified as an active employee, they must sign a statement acknowledging that they are aware of this and have read, understand, and agree to comply with the entire content of the center's policies and procedures for positive guidance. We insist that it is necessary for all staff members to align their current views, knowledge, and experiences with these proven developmentally appropriate techniques and the latest best practice recommendations.

If a staff member is determined to be unable to fully implement the center's policies and procedures on positive guidance after effort has been made to assist them, or if at any time communicates unwillingness to do so, the staff member's own actions and/or personal opinions voluntarily deem them ineligible for continued employment with Calico Butterfly Preschool.

INCORPORATION OF RELIGIOUS CONTENT

We are a faith-based school and follow the mission of the church. Through weekly chapel and music, the curriculum will reflect compassionate and spiritual values of all individuals.

ANTIDISCRIMINATION POLICY

At Calico Butterfly Preschool we provide equal access of services for all children and families and prohibits discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, or age (40 or older).

SECTION 2: GENERAL INFORMATION

DAYS & HOURS OF OPERATION

Calico Butterfly Preschool is a year-round school open Monday through Friday from 7:30 am until 5:30 pm. Please see our current year's calendar for a complete list of center closures.

LICENSE INFORMATION

Calico Butterfly Preschool is a 4 STAR licensed center regulated by the New Mexico Children, Youth & Families Department, Child Care Licensing. CBP is pursuing National Accreditation through the National Association for the Education of Young Children (NAEYC) and is enrolled in the New Mexico FOCUS program.

CONTACTING THE CENTER

Director: Marisol Flores

Center Phone: (505) 242-4504

Center Email: calico@stpaulabq.org

Address: 1100 Indian School Rd NE

Albuquerque, NM 87102

DAILY SCHEDULE OPTIONS

INFANTS DAILY SCHEDULE OPTIONS

5 Days A Week. Full days and school days.

TODDLER AND PRESCHOOL DAILY SCHEDULE OPTIONS

2 Days a Week Tuesday, Thursday

3 Days a Week Monday, Wednesday, Friday

5 Days a Week Monday – Friday

ATTENDANCE OPTIONS

School Day 9:00 am – 3:00 pm

Full Day 7:30 am – 5:30 pm

Half Day 9:00am – 12:30 am

TODDLER THROUGH PRESCHOOL ATTENDANCE OPTIONS

AM Half Day 9:00 am – 12:00 pm

EXTENDED CARE OPTIONS

AM Option 7:30 am – 9:00 am

PM Option 3:00 pm – 5:30 pm

SCHOOL CALENDAR

The school calendar will be posted at the beginning of each school year.

INCLEMENT WEATHER

Calico Butterfly looks to Albuquerque Public Schools for guidance regarding weather closures and delays. All closures and delays will be announced on KOAT channel 7. When possible, the center will also inform families of delays and closures on our website, Facebook page, or via our email list.

CLOSURE/DELAY PROCEDURES

If APS announces a delay, the center will open at 10:30 am.

If APS cancels school for the day, the center will be closed.

If a state of emergency is declared, the center will remain closed until lifted.

MEALS AND SNACKS

The center does not provide meals or snacks to enrolled children. Meals and snacks must be brought daily in sealed containers labeled with your child's name. Sharing a meal is part of a child's social development, therefore teachers will participate in the lunch process. Food for lunches cannot require preparation by Calico Teachers.

DAILY CLASSROOM SCHEDULES

Schedules will be posted outside of each individual classroom.

SECTION 3: FEES & CREDITS

GENERAL INFORMATION

- Tuition is calculated on a set basis which reserves a child's placement for the days and hours outlined in your child's Enrollment Agreement.
- Children enrolled part time must obtain Director approval prior to attending on days or hours outside their agreement times.
- Director approval is required prior to attendance for children enrolled for drop-in and/or back up care.
- Additional attendance/drop-in care is never guaranteed and is granted based on availability.
- Daily attendance cannot exceed 10 hours per day.
- All checks are to be written to Calico Butterfly Preschool

TUITION RATES

A current tuition rate sheet is included in your enrollment packet, posted on the center's main information board and available for download on the center's website.

The Center's Board of Directors reserves the right to make rate changes at any time.

DUE DATES

Payment is due the first school day of each month.

LATE PAYMENTS

A late fee of \$25.00 is assessed on the 11th of each month for any account past due.

ATTENDANCE BEYOND AGREEMENT/EXTENDED CARE

Attendance that exceeds the times listed on your Enrollment Agreement is subject to an additional fee of \$10.00 per hour.

ADDITIONAL DAYS & DROP-IN CARE

A fee of \$60 per day for full day, \$40 per day for school day or \$25 per day for half day will be assessed for each additional day of attendance.

LATE PICK UP

Children needs to be clocked out by 5:30 pm or a fee of \$25.00 for the first 10 minutes, and a \$2.00 for every minute thereafter will be added to the next business day.

NON-SUFFICIENT FUNDS/CREDIT CARD DECLINES

A fee of \$37.00 is assessed for all returned or declined payments.

REGISTRATION FEE

A one-time fee of \$100.00 per child is assessed at the time of enrollment.

ANNUAL FEE

An annual fee of \$100 per child is assessed at the time of enrollment.

CREDIT/DEBIT CARD PROCESSING FEE

A 3.6 % processing fee is added to all credit and debit card transactions.

ACH PROCESSING FEE

A \$1.00 processing fee is added to all ACH transactions.

DISCOUNTS AND CREDITS

SIBLING DISCOUNT

A 10% discount for two or more children will be taken off the tuition rate(s) of the lesser amount.

SPLC CHURCH MEMBER & SPLC EMPLOYEE DISCOUNT

A 10% discount is given to active members of St. Paul Lutheran Church.

EXTENDED ABSENCE CREDIT

For absences that extend for a month or more, a \$100 per month fee will be assessed to hold your child's placement until their return. Extended absences are only authorized with a 2-week, written notice to the Director.

REDUCTIONS AND REFUNDS

REDUCTION

Reductions are not given for illness, absences, snow delay, closures, or holidays.

REFUNDS

Payment for enrollment fees, annual fees, tuition and/or program fees are non-refundable.

SECTION 4: GENERAL POLICIES

VISITATION POLICY

We view families as partners in the care and development of their children. Parents of enrolled children are always granted access to the center and their child's classroom during normal operating hours. While visiting, parents are encouraged to spend quality time with their children

Family members are also invited to participate in all activities and help is always welcome and appreciated. We offer many opportunities for families to participate in center events such as open house, family conferences, celebrations, and other family events.

ENROLLING IN THE PROGRAM

Children are admitted to the center based on availability of space in accordance with the most recent childcare regulation regarding capacity and teacher/child ratio requirements. Calico Butterfly Preschool does not discriminate against any individual or group based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity.

We make every effort to include children with a wide variety of abilities and experiences and support the right of children with disabilities to grow and learn alongside their peers. Inclusion in the classroom increases the opportunities for all children to learn about and accept individual differences.

PARENTS/GUARDIANS MUST

- Tour the center and meet the staff.

- Obtain a copy of the Family Handbook.
- Complete all required paperwork.
- Provide proof of current immunizations status.
- Obtain information related to the cost for the use of the center.
- Ask any questions they may have to seek clarification of policies, procedures, and parent expectations.

REQUIRED INFORMATION/DOCUMENTS

- Enrollment packet with all paperwork completed and signed.
- Signed enrollment agreement.
- Signed acknowledgement that you have read and understand the Family Handbook.
- Signed acknowledgement that you have read and understand the Guidance Policy.
- Provide a signed doctor's note for all allergies or medical conditions where requests are made for accommodations and/or restrictions.
- Active CYFD childcare contract issued to Calico Butterfly, if applicable.
- Signed IEP and/or IFSP consent form if your child has an one of them.

REQUIREMENTS

- Pay the registration fee.
- Pay your tuition or monthly co-pay in accordance with your enrollment agreement.
- Adhere to the times agreed upon in your enrollment agreement.
- Sign a new enrollment agreement for all applicable pre-approved changes.
- Families receiving childcare assistance must re-certify before their contract expires.

PROGRAM DISENROLLMENT

Disenrollment by the enrolling family can be done at any time, for any reason, and requires a two-week written notice. Tuition continues to be due during the two-week period regardless of child's attendance frequency.

DISENROLLMENT FOR NON-PAYMENT

If your account is past due by more than 2 weeks without prior arrangements made with the Director, the primary payer will be notified in writing that their child will be disenrolled from all programs, effective the first day of the upcoming week, unless payment in full is received. CBP reserves the right to make the child's space available to another student, and the child will not be accepted for future enrollment until payment is made in full and space is available.

OTHER CAUSES FOR DISENROLLMENT

- The parent/guardian consistently does not pick up when he/she is expected.
- The parent/guardian does not re-certify their childcare assistance contract.
- The parent/guardian does not provide necessary information after continued attempts.
- Individuals accompanying children display behaviors at the center that are inappropriate.
- Patterns exist where a child is not getting picked up before the center closes.
- A child is out of attendance for 10 consecutive days for no known reason.
- Children absent beyond 2 weeks, without prior notification to the Director, will be disenrolled. Re-enrollment is based on current availability and prior wait list applicants.

EXPULSION

Calico Butterfly will make all possible accommodations to maintain a child's enrollment. The center will first communicate with families regarding any difficulties presented and work toward solutions that allow for continued attendance. Staff members are required to consistently document a child's aggressive behaviors.

The center uses a 4 Step procedure for communicating and documenting challenging behaviors. The 4 Step process involves notification to the family, which must be signed, and includes general information about each event; a complete description of each event, actions taken by the staff regarding each event, a list of staff present during each event and goals for working toward expected alternate behavior. Upon receipt of the 4th notice, attendance at a meeting is requested between the child's family and the Director. During the meeting goals, expectations and consequences will be discussed. Although expulsion is a last resort, children who do not respond to continued efforts, a lack of family action to work together, or behaviors that are harmful to staff or other children will result in expulsion.

HOLIDAYS, BIRTHDAYS & SPECIAL EVENTS

The center will acknowledge standard holidays. Parents are encouraged to participate in the planning of events for celebrations. Children's birthdays may also be celebrated at the center. Parents can bring small treats for the other children in the class if no child is excluded. All items must be store bought and brought to the center in sealed packaging. We encourage healthy, non-sweet snacks such as fresh fruit, cheese, and crackers. Items containing peanuts are not allowed.

Please inform the Director if you choose for your child not to participate with respect to any religious reasons so accommodations can be made. Children will not be restricted from parties and celebrations as a punishment, even at your request.

If a birthday party or celebration is planned by a family outside of school times/hours, unless all children in the classroom are invited, invitations cannot be handed out at the center. If the entire class is invited, please feel free to leave the invitations in each child's cubby.

CONFIDENTIALITY POLICY

We understand that it is your right to have the information you share with us remain confidential and that it is our responsibility to uphold that right. Upon hire, all staff must read, sign and agree to adhere to our Confidentiality Policy, which informs them they are not to share confidential information. Our staff are instructed not to discuss sensitive and/or confidential information in the presence of children, volunteers, staff, or other family members. The name of a child involved in an incident with another child, or who is the source of a contagious illness, will never be shared with other families

COMPLAINT PROCEDURES

If you have a concern, please first see the Director. After addressing your concerns with the Director, if you feel your concern is not handled promptly and properly, please contact the center's Board of Directors

SECTION 5: HEALTH POLICIES

Children are always to be observed for signs of illness. Should a staff member notice possible signs of illness, the child will be removed from the group for further observation. If the child is determined to be sick, the parent will be notified immediately. Parents are required to pick their child up within **30 minutes**.

Children must be able to fully participate in classroom activities to attend for the day. For the health and safety of other children enrolled, if a child cannot participate fully in classroom activities, they will be sent home. Children may not come to school sick.

CHILDREN MUST STAY HOME OR WILL BE SENT HOME WHEN:

- The child has a temperature of 100.4
- Shows signs of illness or behavior changes
- Difficulty or rapid breathing
- Shows signs of contagious illness or communicable disease
- Has an unidentifiable rash
- Vomits or has diarrhea twice within the hour
- Have been on antibiotic for **less** than 24 hours
- Has nose discharge that is yellow or green
- Has discharge from eyes
- Has Flu like symptoms
- Parents may not bring children if they have been given a fever reducer

CHILDREN CAN RETURN TO CARE:

- 24 hours after antibiotic medication has started or/
- 24 hours after being fever free
- 24 hours after vomiting and diarrhea has stopped

- Sooner with a doctor's written statement that the child may return to group care

COVID-19

- Children will be screened for temperature as they come into school
- Stagger drop off and pick up times
- Wash child's hands before entering the classroom
- Parents at this time may not enter the classroom, please say goodbye at the door
- If a child or staff member has Covid-19 or flu like symptoms; they must quarantine for 14 days and will be fever-free for three days before returning to the program
- If a child or staff member has had contact with a family member who is Covid-19 positive, the child or staff member must be tested and quarantine for 14 days from their date of close contact.

When the center becomes aware that a child has been diagnosed with a communicable disease or Covid-19, the Director will post a notification of the illness and symptoms, notify Preschool Board, notify CYFD, notify families, and give information about obtaining medical attention.

Per state licensing regulations, some illnesses require reporting to the NM Department of Health.

SECTION 6: SAFETY POLICIES

AUTHORIZED PICK UP

Upon enrollment, families must provide a signed list of individuals authorized to pick up; which may be updated at any time in writing. Changes to your list will not be accepted over the phone. However, we accept a signed statement either faxed or scanned to the center's email.

We will always ask for a state issued photo identification card for any person picking your child up who we have no history with. Only authorized individuals 18 years of age or older will be allowed to pick up your child.

ACCIDENTS AND INJURIES

The center's staff makes every effort to provide a safe and nurturing environment. The playground and classrooms are designed so that staff can visually supervise these areas always, from any location. Accidents, however, do occur.

For all accidents, an incident report will always be filled out. Your child's teacher will ask you to sign the report upon pick up and will give you a copy. Original accident reports remain property of the center and are kept in your child's file.

First Aid certified staff will administer basic first aid as allowed under that credential. Staff intervention is limited to injuries that do not require further medical attention beyond basic first aid. In the event an

accident occurs that requires medical attention above the scope of our staff you will be notified immediately, as will state licensing.

In the unlikely event a serious accident occurs emergency services will be called first. Your enrollment form authorizes the center to contact your child's physician for advice and/or outside emergency services for transporting your child for treatment.

MINOR INCIDENTS & INJURIES

Basic first aid and Universal Precaution will be followed for all minor incidents and injuries. You may receive a courtesy call for some accidents/incidents. Injuries that occur from the shoulder up will always be followed up with a courtesy call to discuss the child's needs and your desires. You will also receive a courtesy call for any bites that results in a skin break.

SITUATIONS THAT REQUIRE MEDICAL ATTENTION WITHIN AN HOUR

- Any age child that has a fever AND looks more than mildly ill.
- Any child less than 2 months (8 weeks) of age that has a fever.
- The child has a quickly spreading purple or red rash.
- The child has a large volume of blood in the stools.
- The child has a cut that may require stitches.

The child's parent/guardian will be called if their child is presenting with a situation that we believe meets the criteria for obtaining emergency medical attention within an hour. If the parent/guardian and the child's emergency contacts are unreachable or unavailable within one hour, a designated staff member will then transport the child to receive medical attention.

ACCIDENTS/INCIDENTS THAT REQUIRE IMMEDIATE MEDICAL ATTENTION

All center staff have been trained in the center's policies and procedures for handling accidents/incidents that require emergency medical treatment. Once the child is in the care of an emergency medical technician, we will do the following:

- Contact the child's parent/guardian about the incident.
- The Director will conduct an internal investigation.
- The Director will send a copy of internal investigation report and staff member's incident report to the Child Care Licensing Bureau within 24 hours of the incident.

SUNSCREEN/SUNBLOCK

Upon enrollment, parents must sign and initial permission form allowing the center to apply sunscreen/sunblock and insect repellent on their child. Sunscreen/sunblock and insect repellent permission is renewed annually. **SUNSCREEN/SUNBLOCK REQUIREMENTS**

- Is in its original packaging or bottle.
- Has a factor of SPF 30 or higher.
- Provides UVB and UVA Protection.

- Is not expired.
- Has labeling stating that it is intended for the age of the child.
- Is labeled with the child's full name.

EMERGENCY EVACUATION AND PREPAREDNESS PLAN

We are prepared to handle an emergency evacuation. Emergency Evacuation and Preparedness Drills are conducted quarterly, and Fire Drills are conducted monthly. The center has on file a complete Emergency Evacuation and Disaster Preparedness Plan, which is available to view upon your request. The center's plan includes steps for evacuation, relocation, shelter in place, lockdown, communication, reunification with parents, individual plans for children with special needs and children with chronic medical conditions (only viewable by child's parent or legal guardian), accommodations of infants and toddlers, and continuity of operations.

RELOCATION AS A RESULT OF EVACUATION

The Center will use a Short-Term evacuation location at the south end of the playground. Short-term evacuation is used if it is believed to be a false alarm, mechanical malfunction, or a situation that allows reentry to the building. Reentry will be determined by the fire department or building maintenance.

If reentry is not an option staff and children will be relocated to Dialysis Clinic, 1500 Indian School Rd NE 87102 Blvd NE, by Calico staff and where they will remain accompanied by caregivers while family/guardians/emergency contacts arrive to pick up. An announcement will be posted on the door.

REUNIFICATION WITH PARENTS

When re-entry is not possible, but it is believed to be safe to remain elsewhere on the premises until picked up, CBP Director will designate CBP personnel to call parents/guardians to notify them that the center has been evacuated, re-entry is not possible and the children must be picked up within 30 minutes. Authorized pick-ups are to be called if parents/guardians are unreachable.

INDIVIDUAL PLANS FOR CHILDREN WITH SPECIAL NEEDS

Any child with special needs will have a written plan for evacuation to accommodate for their needs. This plan will be written with the assistance of the parent/guardian and child's physician if necessary. The parent/guardian will sign the individual plan once finalized. Individual plans will be kept in the Child Directory of his/her classroom and in the center's main directory.

IF A CHILD IS MISSING FROM THE CENTER

Frequent attendance is taken throughout the day to ensure accountability of all children. Attendance is also taken before and after any transition from one area to another.

Attendance is again taken any time there is a staff member change. Staff members are always aware of the children in their care to avoid any occurrences where children may go unaccounted for.

PROCEDURES FOR STAFF ACTIONS TO BE TAKEN IF A CHILD IS MISSING

- If a staff member believes a child is missing, he/she will immediately direct all children to their classroom and the center will be locked.
- Teachers are NEVER to leave the children alone to find a missing child.
- The staff member who is aware will notify the Director immediately.
- The Director will designate a staff member to scan the area one complete time.
- If the child is not found immediately, the Director will first call 911 and then notify the parent/guardian by phone.
- Within 24 hours of a case of a missing child, the Director will provide childcare licensing with a written statement informing them of the incident.

CHILD ABUSE/NEGLECT REPORTING

The staff of Calico Butterfly are mandated reporters of suspected child abuse or neglect. We must and will contact the New Mexico Statewide Central Intake Hotline if we suspect abuse or neglect of any child.

IF YOU SUSPECT ABUSE OR NEGLECT, PLEASE REPORT YOUR SUSPICIONS AS FOLLOWS:

Statewide Central Intake Hotline Statewide Central Intake Physical Location

(505) 841-6100 300 San Mateo NE, Suite 500

Albuquerque, NM 87108

1100 Indian School Rd NE • Albuquerque, NM 87102

Phone (505) 242-4504 • Calico@StPaulABQ.org • www.StPaulABQ.org/calico