

# Riverside Butterfly School Parent Handbook



Riverside Church of Christ  
Butterfly School  
150 E. Beltline Rd.  
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# 1. Welcome to Butterfly School!

Riverside Church Butterfly School Riverside Church Butterfly School, hereinafter referred to as "RBS" or "Butterfly School" is licensed and regulated by the Texas Department of Family and Protective Services. Riverside Church Butterfly School complies with the Texas Minimum Standards for Child Care Centers. A copy of these policies is available for review at the school office and is also available on the TDFPS website. Feel free to discuss any questions, concerns, or suggestions regarding the policies or procedures with the school Director. A copy of our most recent licensing inspection and a copy of Minimum Standards for Day Care Centers are both available for your review upon request.

TxHHS-§746.501 (a)(20)

## **Who We Are:**

Butterfly School is a licensed faith-based preschool committed to delivering the highest standards of quality Christian education for young children. We strive to meet the individual needs of preschool age children in a safe, fun, and Christian learning environment. Butterfly School welcomes students of any race, color, national and ethnic origin to our program.

## **Our Goals:**

1. To help children grow and develop intellectually, physically, socially, emotionally, and spiritually.
2. To provide learning experiences that foster a love of learning and of God in a Christian learning environment that is safe, nurturing, and stimulating.
3. To provide positive learning activities that look like play because that's the way children learn.

## **Location and Hours of Operation:**

Riverside Church Butterfly School is located at 150 East Beltline Road, Coppell, TX 75019

Our hours are 9:00 a.m. -2:00 p.m.

TxHHS-§746.501 (a) (1)

Office hours are 9:00 a.m.-2:00 p.m. Tuesday-Thursday

Summer office hours in June and August are Wednesdays 10:00 a.m. – 2:00 p.m.

Butterfly School is closed in July.

Holiday, Weather and Emergency closures align as much as possible, with the Coppell ISD calendar.

[www.coppellisd.com](http://www.coppellisd.com)

# 2. Enrollment Procedures and Policies

## **Tuition and Fees Procedure:**

Butterfly School operates as a ministry under the Riverside Church of Christ 501(c)(3) non-profit corporation. And with that ministry, strives to provide an important service to our community. The school works hard to provide that service in an efficient, low-cost manner while at the same time providing the best learning environment and education possible.

Butterfly School tuition is computed as an annual fee which for convenience is divided equally into nine monthly payments. **Each payment is due on the first day of each month** and is paid via an electronic draft from the bank account you provided at the time of your child's registration.

Butterfly School strives to hold the tuition costs as low as possible and maintain the quoted tuition amount for an entire school year (9 months, September through May). However, it is possible that unforeseen issues could require the school to raise tuition costs within the middle of a school year for short notice law or regulation changes and costs associated with new health/safety requirements, such as additional security or more frequent cleaning caused by sickness outbreaks in our community.

Butterfly School does not grant discounts or refunds for student illness, family vacation, or any other student absences. Butterfly School does not reimburse for inclement weather days or otherwise unscheduled school closings. Refunds will not be made for any tuition already collected.

The annual registration and student supply fees may be paid by either cash or check. Butterfly School does not accept credit or debit cards. A \$25.00 fee will be charged for any returned checks.

**The annual student registration fee is nonrefundable, no exceptions.** For students who pre-register for the next school year *at Pre-Registration*, a full/partial refund of the student supply fee may be granted for “change in life” situations where a student moves away from the local area. To qualify for the full supply fee refund, Butterfly School must be notified **in writing** on or BEFORE June 1st. Butterfly School offices are closed the entire month of July. To receive a partial supply fee refund, Butterfly School must be notified in writing no later than August 5th. After August 5th, all fees are forfeited and no refunds will be granted.

**Multi-Child Discount** – a 10% tuition discount is available for the youngest child of a multi-student family currently enrolled at Riverside Butterfly School.

If you find yourself in need for tuition assistance, contact the Director.

## **Student Enrollment Policy:**

TxHHS-§746.501 (a)(13)

Student class placement is based on the child’s age on September 1<sup>st</sup> of the current school year. Occasionally, depending on the individual needs of a student, the school Director may leverage professional discretion and modify student class placement. Enrollment is open to any preschooler ages 18 months to five years, provided our program can meet the needs of that child.

Currently enrolled students and their siblings along with Riverside Church of Christ members have first priority for registration, then followed by the community at large. After the maximum student enrollment is reached in each class, a waiting list will be established based on first come first served.

Confirmed student enrollment each school year is contingent upon receipt of the completed student enrollment application, registration fees, immunization records, health statement and a copy of the signed Parent Handbook acknowledgement page.

To the best of our abilities, RBS will make every effort to make accommodations for a child with an IEP from a local district or qualified professional affiliate.

TxHHS-§746.501 (a)(30)

The Enrollment Application and signed Parent Handbook Agreement do not represent nor imply a contract guaranteeing service for any duration.

## **Policy for student class placement:**

Riverside Butterfly School strives to enable each child with academic and socially appropriate classroom environments that provide stimulating learning opportunities by nurturing spiritual, cognitive, social-emotional, physical and creative child development.

Based on Early Childhood Development best practices, students will be selected for placement into available classes by the school Director. **Requests for class assignment for specific teachers by name will be not be permitted.** If your child has a specific learning need, you may write a letter to describe your child’s specific concern and the characteristics of the kind of teacher that would benefit your child.

Based on current enrollment and class size, RBS may not always be able to place friends in the same class. Rest assured, your child will be in the best of hands, all RBS teachers are fully certified and have

extensive experience in early childhood development and education. Your child will thrive in our learning environment.

## **Student Withdrawal Policy:**

Riverside Butterfly School requires a **thirty-day written notice** of student withdrawal. **Parents must submit the “Butterfly School Withdrawal Form” to the director to avoid paying the tuition fee for the following month.**

## **Student Discharge:**

Butterfly School reserves the right to discharge any parent or child from the school for any of the following reasons:

- Failure to observe RBS policies and procedures and/or applicable Riverside Church of Christ policies and procedures.
- Behavior which is a threat to the safety, or emotional well-being of the children, adults, or staff, including the operation of a motor vehicle.
- Consistent disruption of the class due to inappropriate or uncontrollable behavior, putting other children at risk or causing harm to themselves or others.
- Physical aggression or verbal abuse of children, adults, or staff.
- If we determine that RBS is not the appropriate classroom environment to meet a student’s developmental needs or if special needs of the student cannot adequately be accommodated by RBS staff.
- Inability of the child or parent to adapt to and comply with our program. This includes but is not limited to, chronic tardiness in either drop off or pickup. Punctuality is a measure of responsibility that is modeled by parents. It is vital that students be at school on time, every day, if children are to receive the most out of the instruction we offer. Student tardiness is also a disruption to the instructional day. Ongoing interruptions to the routine of a classroom due to a chronically tardy child cannot be tolerated. When this occurs, it will be addressed in person with the parent and in writing by the director. Failure to comply will be grounds for dismissal.
- Incomplete required documentation in the student’s file or falsified information given at time of enrollment.
- Non-payment of fees or tuition.

Upon discharge, refunds of fees, tuition and monies collected may not be granted.

## **Attendance Policy:**

Regular attendance is essential for your child’s school success.

If your child is going to be absent from school, please contact the school office by 10am.

## **Inclement Weather Days:**

Butterfly School will close and remain closed whenever Coppell ISD determines that closure is advisable due to weather conditions. If Coppell ISD announces a delayed start time Butterfly School **will not open**. If Coppell ISD issues an early school closure due to inclement weather conditions, Butterfly School will **close immediately**. Hours/Days closed due to inclement weather will not be rescheduled or financially reimbursed. For updates on school and church closings stay tuned to your local TV stations, websites, and Facebook.

The US Environmental Protection Agency (EPA) has provided a scale called the Air Quality Index (AQI) for rating air quality. The AQI scale is based on the National Ambient Air Quality Standards. On Air Quality of Orange days, your child will be limited to no more than 15 minutes of outdoor play, and on Air Quality of Red days, outdoor play will be limited to 10 minutes.

Your child will be limited to 15 minutes or less of outdoor play if the outside temperature is above 95 degrees. If the temperature or wind chill is 40 degrees or below, your child will not have an outside playground time. Recess can be held in our gym area on days with limited outside time.

TxHHS-§746.501 (a)(18)(F)(G)

## **Government Mandated Safety Guidelines:**

The policies and procedures outlined in this handbook will be in effect until such a time when new mandates are imposed by the CDC and/or the State of Texas regarding global, national, or local health and safety concerns. Any mandated changes will be communicated to parents regarding:

- Arrival and Dismissal Procedure
- Health Guidelines
- Extended Leave Policy
- After School Care

Regarding COVID vaccinations, RBS recommends following the advice of your personal physician.

## **Admission Records:**

The following items are required by the State of Texas to be on file for each student:

- Enrollment and Release Forms with current information.
- Parent Handbook Acknowledgement.
- Current **Immunization Records** (see below) and **Physicians Health Statement** as required by TDFPS. **Both of these forms must be signed and dated by your physician before your child can attend school.**

TxHHS-§746.501 (a)(11)

**Current Immunization Records**- Documentation acceptable for immunization records must be validated by a physician with a signature **and must include the following information:**

1. The child's name and birth date.
2. The number of doses and vaccine type.
3. The month, day and year the child received each vaccination.

If you do not immunize your child, you will need to provide the affidavit which can be found on the Texas Department of Family and Protective Services website. (DFPS)

Children must have a Hearing and Vision Screening Report on file within 120 days of their 4<sup>th</sup> birthday. Please ask for a copy of your child's hearing and vision screening report at their four-year-old doctor's examination (checkup) and submit it to the office so that we are in compliance with DFPS.

Children must have an Emergency Information sheet on file with **current parent contacts**. Please ensure changes to parent contact information are immediately communicated to your child's teacher and our office to ensure receipt of important communications. It is imperative we have current contact information to ensure the safety of your child.

## **3. Riverside Butterfly School Policies:**

## Arrival and Departure Policy:

\*IT IS A REQUIREMENT BY THE STATE OF TEXAS THAT EACH CHILD BE SIGNED IN AND OUT BY THEIR PARENT OR CAREGIVER EVERY DAY- If you fail to sign in your child correctly, you will be called and asked to return to school to provide the necessary information. This state requirement is in place for the safety of your child.

1. **School begins at 9:00 a.m.** Please sign in your child to their class between 8:55 and 9:00 a.m. Morning punctuality sets your child up for success. There are established class routines in place. When your child is late, not only do they miss important instruction, it is a disruption to the other students and teachers. Doors open at 8:55 a.m. and will lock by 9:10a.m. **Be on time!**
2. **Children must be picked up no later than 2:00 p.m.** Late charges will be assessed beginning at 2:06 p.m. From 2:06 to 2:10, the late fee is \$5.00. Beginning at 2:11 a \$2.00 additional fee will be charged for each extra minute. Promptly at 2:06 teachers are instructed to bring students to the Director's office or After School Care.
3. **Please enter/exit through the northwest doors that face our playground.** These doors will be locked at 9:10 a.m. each morning for the safety of your children. The doors will be unlocked for you to pick up your child in the afternoon at 1:55 p.m. If you need to enter the school during the school day, please press the button located on the brick wall next to our RBS entrance doors. When you identify yourself, the door will be unlocked for you to enter.
4. Every morning, you will need to sign your child in on the sign-in sheet at your child's classroom. Please write down a telephone number where we can contact you. Also, please write down who will be picking up your child. At pick-up, please sign out your child.
5. **Please make every effort to be on time to school.** A child arriving late may feel uncomfortable entering a class where everyone is already involved in classroom activities.
6. **Parents must pick up their child by 2:00 p.m.** Please wait TxHHS-§746.501 (a)(2) outside your child's classroom for your child to be brought to you. If you need to talk to your child's teacher, please wait until all other children are dismissed or schedule a conference time.
7. Children will not be released to leave with an unauthorized person. Your child will only be released to an authorized person on your enrollment information and a photo I.D. will be verified. Older siblings will not be allowed to pick up younger siblings. If someone other than an authorized person indicated on your enrollment form or noted on the sign-in sheet will be picking up your child, arrangements must be made with the school Director by sending a note stating the person's name and driver's license number. In the case of an emergency, the school Director will work with you to reach the best solution.
8. There is a specific directional traffic pattern in our parking lot. For the safety of our students and staff, you will abide by the direction of the safety crew supervising our parking lot.
9. **NO CELL PHONE USE IN PARKING LOT OR IN BUILDING** at drop off or pick up. Distracted driving during drop off and pick up time puts everyone at risk.
10. If a parent does not arrive for pick up and cannot be reached, the emergency contact person designated and on file in the RBS office will be contacted to pick up the child. If an emergency contact person has not been identified or cannot be reached, the administration will contact the local police for assistance.

**Health & Wellness:** Every teacher will observe the overall health and well-being of each student everyday as they enter the classroom. TxHHS-§746.501 (a)(27)

- ▶ For the protection of all students and staff, **no sick child will be admitted to school.**
- ▶ During the day if any visible or suspected health issues arise, they will be reported to the school Director. **Parents will need to take the child home.**
- ▶ **Parents are responsible to notify the office** when they become aware that their child has been diagnosed with a communicable disease so preventative action can be taken for the other students. A physician's release to return to school may be required for certain illnesses.
- ▶ Parents will be notified when RBS staff confirms that an exposure to a communicable disease has occurred.

**Children who do not feel well, have a fever or cannot comfortably participate in all classroom and outdoor activities should be kept home from school.**

If a child's health issues result in a greater need for care than Riverside Butterfly School staff can provide without compromising the health, safety, and supervision of the other students, then that child may not remain at school and parents will be called to pick up their child.

Please **keep your child at home** if they show any signs of the following:

TxHHS-§746.501 (a)(3)

- ✓ Sore throat
- ✓ Runny nose
- ✓ Earache
- ✓ Diarrhea
- ✓ Fever (temperature of 100°F )
- ✓ Cough
- ✓ Upset stomach or vomiting in the last 24 hours
- ✓ Impetigo
- ✓ Hand, foot, mouth disease

**Children must be free of fever or symptoms for 48 hours without the use of medication** before returning to school. Please help us keep from spreading germs to all the other children. If your child becomes ill at school, he/she will be separated from the other children and you will be contacted to make arrangements to take your child home as promptly as possible.

No medication will be administered by Butterfly School personnel.

TxHHS-§746.501 (a)(4)

Per policy directive of the State of Texas DFPS, in the case of a medical emergency or critical illness, the following action order will apply:

TxHHS-§746.501 (a)(5)

1. Contact emergency medical services (call 911).
2. Provide the child first aid treatment or CPR as appropriate.
3. Contact child's parent & physician identified in child's emergency contact record. TxHHS-§746.501 (a)(6)

According to DFPS, RBS will provide a space in the Toddler area for a breast-feeding mother to feed her child comfortably.

TxHHS-§746.501 (a)(25)

Riverside Butterfly School complies with the immunizations for vaccines-preventable diseases for faculty and staff as specified by Dallas County and the city of Coppell. As of this writing there are no mandated requirements. However, it is recommended that the individual faculty and staff member follow the recommendations of their personal physician.

TxHHS-§746.501 (a)(28)



## **Hand Washing:**

We teach and reinforce proper handwashing with soap and water for at least 20 seconds multiple times during the day including: arrival at school, before snack and before lunch, after bathroom breaks and when returning from recess.

## **Potty-training Policy:**

Children enrolled in the Three-Year-Old class, Pre-K, or Five-Year-Old class must be fully potty-trained before attending preschool. We do not have the facilities or health and hygiene supplies required to change children enrolled in these classrooms. We recognize occasional accidents will happen, but these must be unusual incidents and should only happen infrequently. When two potty accidents occur in the same week, parent will be contacted and a plan put in place to address correcting this situation.

Potty-trained children:

1. No longer wear diapers or disposable underwear. (Pull-ups)
2. Are able to tell the teacher when they need to use the restroom.
3. Are able to take down and pull up their underwear and clothing without assistance.
4. Can attend to their own hygiene. This means they can clean themselves using toilet tissue followed by washing their hands.

If your child is not completely potty-trained as described above when preschool begins, you may choose one of the following options:

1. You may withdraw your child from preschool and place their name at the top of our waiting list. Registration and supply fees are non-refundable; however, if your child is placed in a class at a later date, you will not be required to pay these fees a second time.
2. If you wish, you may choose to continue paying tuition to hold your child's place until potty-training has been completed.

## **Lice Policy:**

Although head lice are not considered by some agencies to be a health hazard, head lice can lead to significant emotional anxiety for parents as well as children. Lice are a nuisance and can be very difficult to get rid of if not taken seriously and treated immediately. You might choose to consult a health care professional for the most appropriate treatment options for head lice. There are both over-the-counter options and prescription shampoo medication available for lice treatment. There are also centers that treat families when an outbreak occurs.

If there is an outbreak of lice in a classroom at RBS, all parents of children in the effected classroom will be notified of the outbreak so they can monitor their child at home. Early notification and treatment is key in effectively eliminating a prolonged outbreak.

Any child having either live Lice or eggs will be immediately removed from the class and the parents will be contacted and the student/students will be immediately sent home. Parents must take immediate action in the treatment of their child's hair. The school Director will check the head of each student before the child is allowed to return to class. For the safety and health of all students and staff, it is the policy of Riverside Butterfly School that the involved child's head must be free of BOTH LIVE LICE AND EGGS before the child will be permitted to return to class.

## **Discipline Policy:**

The purpose of discipline is to help the child exercise self-control and become morally **TxHHS-§746.501 (a)(7)** and socially responsible. Our teachers provide positive guidance that is based on the individual needs and developmental level of a child. We will strive to teach your child morally responsible behavior, problem solving skills and respect for the safety and feelings of others.

We have three expectations for acceptable behavior:

1. Each child will insure his/her own safety and the safety of others.
2. Each child will respect himself/herself, others and property.
3. Each child will learn and be a part of a positive learning environment that does not interfere with another child's learning.

Our faculty is trained to redirect problem behavior to a constructive activity, encouraging problem solving, stating clear expectations through praising and rewarding positive behavior. We will teach children to respect authority and the rights of others. Time out will be used for children who need some time to quiet themselves before rejoining classroom activity, this time is limited to no more than one minute per year of the child's age.

Discipline must be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding
- Directed toward teaching the child acceptable behavior and self-control

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements, and/or engaging child in another appropriate activity
- Using brief supervised separation or time out from the group when appropriate for the child's age and development which is limited to no more than one minute per year of the child's age, in order for the child to regain self-control

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

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

**Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance**

The school Director may request the removal of a child from the program if he/she becomes an ongoing discipline problem or is continually disruptive to the learning environment.

## **Biting Policy:**

When a child bites, a detailed report will be sent home to the parents of the child who bit, as well as the child who was bitten. Office copies will be kept in a permanent file. This serves as notice of the bite and the circumstances surrounding the biting incident.

If a child continues to bite other children, despite the teacher's and parent's efforts to stop the biting, the child may be removed from the program at the discretion of the school Director. What constitutes continual or chronic biting is up to the discretion of the school Director and will be handled on a case-by-case basis. Age, severity of bites, temperament, cooperation of parents, and teacher opinion will all figure into the final decision. Readmission will be considered after a period of eight weeks, on an individual basis. Possibility of readmission will depend on all of the factors in the preceding paragraph.

When a child bites, he or she will be sent home for the day if:

TxHHS-§746.501 (a)(8)

1. The child bites twice or more, unprovoked.
2. The child bites on the face.
3. The bite breaks the skin.

## **Changes and Updates to Riverside Butterfly School Policies:**

Riverside Butterfly School policies are subject to change as circumstances may deem TxHHS-§746.501 (a)(13) necessary for the safety of our school and students. When policy changes are necessary, parents will be notified by email and the changes will also be posted in the RBS parent handbook which can be viewed on the website or a via hardcopy in the RBS Director's office.

## **4. Butterfly School Procedures:**

### **Snacks and Lunch:**

1. A healthy snack and water will be provided each day. TxHHS-§746.501 (a)(10)
2. Children will bring their own lunch and drink in a lunch bag clearly labeled with your child's name.
3. Parents understand that Butterfly School is not responsible for meeting the child's TxHHS-§746.3309 (a)(2) daily food needs as set out by CACFP. (Child and Adult Care Food Program)
4. We ask that you send an EMPTY spill proof cup. This will be filled with water throughout the day at snack/recess time to keep them hydrated. You will also need to pack another drink to be included in the child's lunch.
5. Please send food that is nutritious, age appropriate and does not require preparation or heating.
6. We will do our best to return any utensils or food containers. Please make sure they are labeled with your child's name.
7. If your child has a food allergy, please let us know.
8. Uneaten food will be thrown away at the end of lunchtime each day.

### **Birthday Celebrations:**

You may bring **individually wrapped** treats like the Little Debbie's' Snack Cakes and/or a small party favor bag. Do not send Large Cupcakes, cookie cakes or homemade items.

### **Clothing and Personal Items:**

*Send your child to school in clothes for learning!*

1. Washable clothes and closed toed shoes enable your child to relax and enjoy school. Remember that the preschool experience can be messy, so dressy clothes are not the best choices. Closed toed shoes such as tennis shoes, sneakers are best for school and playing on the playground or in the gym. ▶ See section on **Indoor and Outdoor Activity**
2. Be sure to label all clothing such as jackets, coats, gloves, hats, etc. Teachers will label items with a Sharpie marker if you do not label them.
3. Please keep a complete change of clothes in a zip-lock bag in your child's backpack in case of accidents. Please remember to update these clothes as the seasons change.
4. When your child no longer needs diapers, for sanitary reasons, all children are **required to wear underwear beneath their clothes.**
5. Children who are not potty-trained should bring an ample supply of disposable diapers. Please write your child's name on each diaper.
6. Please leave all of your child's toys at home. Occasionally, the teacher may ask you to assist your child in bringing items for show-and-tell or special activities. Butterfly School cannot be responsible for toys that get lost or broken.

## **Rest Time:**

It is required by the state to provide a daily sleep or rest time.

1. A supervised rest period will be provided after lunch for our Toddler and Two-Year-Old classes. Butterfly School's rest periods last around 1.5 hours.
2. Children need to bring security items such as blankets, stuffed animals, etc. to help them make a smooth transition into rest.
3. We provide nap mats, mat covers and blankets that are disinfected daily. Mat covers and blankets will be sent home on Thursday in a draw string bag for parents to launder and returned on Tuesday. There will be a \$25 replacement fee for any lost piece of the blanket, cover or bag.

## **5. Butterfly School Safety:**

### **Student Safety and Emergency Procedures:**

Your child's safety and well-being is paramount here at Butterfly School. We have developed general operating guidelines and procedures for critical events and emergencies. Our plan does not limit, but includes the use of experience, good judgement, commonsense, discretion, flexibility and ingenuity to adapt to a critical event or emergency. With the guidance of our teachers and staff, we prepare our students to take appropriate actions in response to an emergency event. We practice scheduled fire drills, bad weather drills, and lock down drills. Detailed emergency procedures are posted in each classroom and are also on file in the Director's office and are available for review upon request.

### **Emergency Preparedness Plan:**

In the event of an emergency, all parents and guardians identified on the child's **TxHHS-§746.501 (a)(24)** admission forms will be notified via email, phone and/or text message of the type of emergency, sheltering location and any additional details specific to the emergency as soon as all children are safely sheltered. Additional notification will be sent when the emergency situation is remedied and sheltering precautions are lifted. We will let you know when children will be available for safe pickup. For lock-downs, children will not be released until the area is deemed safe by local law enforcement.

In the event that the Riverside Butterfly School facility or environment poses an immediate threat

to the children, the children will be moved to an alternate safe and secure location. Riverside Butterfly School has made an agreement with the office of Dr. Bedichek, to use their facility, in the event that we must evacuate the building of Riverside church. Dr. Bedichek's office is located at 870 S. Denton Tap Rd, Coppell, TX 75019. Dr. Bedichek's office is located just beyond the far North-West corner of the Riverside Church of Christ parking lot.

Any changes to contact information needs to be immediately communicated to your child's teacher and the RBS office to ensure you receive important information.

### **Reporting Child Abuse:**

At Butterfly School, as is with every educational setting, child abuse must be reported **TxHHS-§746.501 (a)(23)** when it is suspected by a teacher or faculty member. This policy is governed by the laws of the State of Texas. Anyone having cause to believe that a child's physical or mental health, or welfare, has been adversely affected by abuse or neglect must report the case immediately to the state or local law enforcement agency or to DFPS. Failure to report suspected abuse or neglect is a **felony** in the State of Texas.

To report child abuse **call: 1-800-252-5400.**

DFPS Hot Lines and Information Lines

<https://www.dfps.state.tx.us/Contact Us/hotlines.asp>

## **6. Butterfly School Program Information:**

### **Classroom Instruction:**

RBS teachers/staff are experienced in working with young children. **TxHHS-§746.501 (a)(26)**

All RBS teachers and staff have met the annual training requirements set forth by the Texas Health & Human Services Commission. Most of our teachers are certified and/or degreed. All RBS teachers/staff are required to complete a minimum of 24 hours of training annually to remain current with trends in early childhood education. In addition to the required 24-hour education training, all RBS teachers/staff are certified in CPR and identifying Child Abuse and Neglect.

All activities take place on the RBS campus - NO field trips conducted where RBS provides transportation, and NO bus transportation is provided by RBS for any activities whatsoever. NO animals are allowed in the classroom at RBS.

### **Curriculum:**

We strive to provide a developmentally appropriate curriculum that meets the individual needs of our students. Our goal is to help every child develop to his/her full potential spiritually, intellectually, physically, emotionally and socially. A theme is emphasized weekly or monthly depending on the class and reinforced through a wide range of "hands on" learning activities. Teachers provide parents with a newsletter highlighting the themes, skills and any special activities during the month. The curriculum includes, but is not limited to the following activities:

**Circle Time:** The theme is introduced and concepts are taught through literature, singing, finger plays, music and games.

**Learning Centers:** Children are allowed to choose to play from a variety of toys, manipulatives, and games offered in each center. This encourages cooperation, role playing, sharing, creativity and social skills. Math, Language Arts and Science concepts are reinforced through learning center activities.

**Crafts:** Children gain experience using various mediums. Craft projects encourage creativity and help to develop fine motor skills. Crafts also encourage listening and following direction skills, as well.

**Music:** Teachers introduce a variety of songs, incorporate movement, rhythm, dancing, and instruments.

**Chapel:** This is a time for spiritual growth and awareness. It is a foundational part of RBS . The curriculum incorporates Bible stories, memory verses, songs and prayer.

**Spanish:** The teacher will introduce children to the Spanish language, culture and music through a variety of activities including speaking, singing and reading children’s literature.

**Art:** Children are introduced to a new artist each month. They are taught about the various styles of art and encouraged to experiment with each style of art using different mediums.

**P.E.:** Children engage in large motor activities involving games and exercises that develop specific skills, coordination, balance and physical strength.

**Science:** Children explore and discover the wonders of Science! Hands on activities bring science to life!

**Outdoor Learning Areas:** Our outdoor playgrounds provide an opportunity for children to engage in free play, group play, climbing and running. Outdoor play is a regular part of our daily routine. Children should be prepared to play outside every school day. Occasionally, we do love to splash in rain puddles and experience making snow angels so please dress your child appropriately. Apply sunscreen prior to school hours. **Do not** request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. If weather does not permit outside play we have access to our indoor gym.

**Rest/Quiet Time:** This is a time of rest and may include special stories or soothing music.

**Snack/Lunch:** A time for fellowship and development of social skills while learning to eat nutritious foods that help their bodies grow.

## **Water Activities:**

At this time, RBS does not participate in water activities TxHHS-§746.501 (a)(15)

On sunny days, if parents deem necessary, sun screen should be applied at home. TxHHS-§746.501 (a)(19)

## **Promotion of Indoor and Outdoor Physical Activity:** TxHHS-§746.501 (a)(18)

Riverside Butterfly School strongly believes and supports the need for physical activity each day.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain’s physiology. (a)

Because Butterfly School is a five hour program, Toddler age children through Pre Kindergarten will participate a minimum of 30 minutes of moderate to vigorous active play each day. (b)

Opportunities for active play may overlap with outdoor play when weather permits.

Riverside Butterfly School will promote all children's active play every day. Children will have (c) ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in:

- At least one occasion of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom or on the playground, when weather permits. (d)


When participating in physical activity, children's clothing should protect them from sun exposure (e) and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

 Rainboots are appropriate when it is raining but please send shoes for your child to change into when they get to the classroom.

When weather conditions prohibit outdoor play, physical activities will occur in the gym (f) and/or classroom during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days".

## Parental Involvement:

TxHHS-§746.501 (a)(21)

We are excited to partner with you in your child's early education experience. Everyone will benefit when we all work together. Communication and cooperation are essential. Please check your child's communication folder on a daily basis. If you have a question or concern, please contact your child's teacher. We have several holiday parties throughout the school year. If you are the parent volunteer for that specific party, you will be invited to attend and/or help coordinate.

It is important not to interfere with classroom schedules and student daily routines, but, TxHHS-§746.501 (b)(1) should you wish to observe your child during the normal hours of operation of RBS, including program activities, building grounds, and equipment, we would be delighted to assist.

Your child's teacher is the administrator of a private social media page for their class. For the security, privacy and safety of our students, the site is restricted to only parents of children in that class. All pictures and information contained on the site are private and are not to be copied or shared. Failure to comply will result in the removal of the parent from the group.

Butterfly School families are often included in the Riverside church programs and activities. Be looking in your child's folder for these opportunities.

### **Smoking:**

Smoking of any type such as but not limited to, cigarettes, cigars, e-cigarettes, vaporizers, pipes, is not allowed anywhere in the presence of children or on the premises when attending a school sponsored event or during school operating hours.

## **7. Other Notifications:**

### **Gang Free Zone:**

Under the Texas Penal Code, any area within 100 feet of a child-care/preschool is a TxHHS-§746.501 (b)(2)(A) gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. Should there be any activity of this nature, parents will be notified though email and documents pertaining to this activity will also be posted by the office.

### **Product Safety:**

TxHHS-§746.4135

Butterfly School is registered with Consumer Product Safety Commission (CPSC). We regularly receive product recall notices regarding toys, tools, etc. that might be used in an educational environment. We keep and maintain copies of these notices outside the Director's office available for your review. The red CPSC recall notebook is located on the red table on the second shelf. This information is also located on the RBS Website: [www.cpsc.gov](http://www.cpsc.gov)

### **Department of Family and Protective Services:**

Butterfly School is governed by the Department of Texas Health and Human Services . TxHHS conducts annually inspection audits to review our compliance the TxHHS Minimum Standards.

A copy of the Texas Department of Protective and Regulatory Services Minimum Standards and our school's most recent licensing inspection report is kept on file and is available for your review. The local licensing office phone number is: (214) 583-4253. TxHHS-§746.501(22)





### **From the Director's Chair**

We are delighted you are part of the Riverside Butterfly School Family. If you are pleased with our program, and your child's experience at RBS, please let your friends and neighbors know! Personal recommendations are a key part of our recruiting process. Should you have any questions or concerns about policies or procedures at Butterfly School, please contact me directly at (972) 745-0372. TxHHS-§746.501 (a)(20)

Thank you for allowing us to participate in your child's early Christian educational process

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TxHHS-\$746.501 (a)(23)

The **Texas Health and Human Services Commission (HHSC)** is an agency within the Texas Health and Human Services System. <https://www.hhs.texas.gov>

**Hotlines:**

✓ **Texas Abuse and Neglect Hotline**

Report suspected abuse and neglect.  
1-800-252-5400

[https://www.dfps.state.tx.us/Contact\\_Us/hotlines.asp](https://www.dfps.state.tx.us/Contact_Us/hotlines.asp)

✓ **Texas Runaway Hotline**

Counseling, services, and referrals for runaway youth and their families.  
1-888-580-HELP (1-888-580-4357)

[www.TexasRunaway.org](http://www.TexasRunaway.org)

✓ **Texas Youth Hotline**

Services and counseling for youths and family members in times of stress.  
1-800-210-2278

[www.TexasYouth.org](http://www.TexasYouth.org)

✓ **Texas Poison Control Center Network**

Don't wait for the victim to look or feel sick-call poison control.  
Always call 911 if a victim is collapsed or not breathing.

1-800-222-1222

[www.poisoncontrol.org](http://www.poisoncontrol.org)

**Parenting Skills:**

✓ **National Parent Hotline**

(1-855-4A PARENT or 1-855-427-2736)

**Drugs / Alcohol:**

✓ **Texas Substance Abuse Hotline**

1-877-9-NO-DRUG (1-877-966-3784)

✓ **Texas Substance Abuse Hotline**

The Partnership for a Drug-Free Texas Drug and Alcohol Information  
Mental health and substance abuse services.

1-877-9-NO-DRUG (1-877-966-3784)

[www.dshs.state.tx.us/mhsa-sa-help](http://www.dshs.state.tx.us/mhsa-sa-help)

**Texas Suicide Prevention**

Get in touch with your local crisis line for other ways to help.

Please call 1-800-273-TALK (8255)

[www.texassuicideprevention.org](http://www.texassuicideprevention.org)

**Family Violence:**

✓ **Texas Council on Family Violence**

National Domestic Violence Hotline

1-800-799-7233

✓ **National Domestic Violence Hotline**

24-hour support through advocacy, safety planning, resources, and hope to everyone affected by domestic violence.

1-800-799-SAFE (1-800-799-7233)

[www.thehotline.org](http://www.thehotline.org)

TxHHS-\$746.501 (a)(26)(B,C,D,E)



Schools are required to locate, identify and evaluate **all children** with disabilities from **birth through age 21**. The Child Find mandate applies to all children who reside within a State, including children who attend private schools and public schools, highly mobile children, migrant children, homeless children, and children who are wards of the state.

This process is called Child Find.

<https://sites.ed.gov/idea/regs/b/b/300.111>



**Heather Hoffman**

**Executive Director of Intervention Services**

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214 496 6955

**Kristin Davis**

**Director of Early Childhood**

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214 496 6955

Print only this page, sign and return to school.

# Riverside Butterfly School



I have read, fully understand and agree to comply with all the policies and procedures explained in the **RBS Parent Handbook**.

The **RBS Parent Handbook** is found on the Riverside website:

[www.riverside-church.org/ministries/butterflyschool](http://www.riverside-church.org/ministries/butterflyschool).

A hardcopy is located in the RBS Director's office.

Parent Name (PRINT) \_\_\_\_\_ Date \_\_\_\_\_

Parents Signature \_\_\_\_\_

Child/ Children's Names \_\_\_\_\_

Age of child \_\_\_\_\_

Riverside Church of Christ Butterfly School  
150 East Beltline Road, Coppell, Texas 75019

(972) 745-0372

**Peggy Taylor**  
Director