



Parent Handbook

10202 S. Vincennes Ave
Chicago, IL. 60643
773.445.9895

Hours of Operation: Monday-Friday 6:30 a.m. - 5:30 p.m.

Caterpillars to Butterflies Learning Tree, LLC is open to children ranging from six weeks to thirteen years of age. Acceptance will be granted without regard to a child's race, creed, gender, color, or national origin, or disability in any of our educational policies, admissions policies, athletic, or other administered programs.

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WELCOME

Dear Parents/Guardians,

We would like to take this opportunity to welcome your family to ours and to thank you for choosing our school for your child's early childhood education needs. Whether you are a first time parent or one with years of experience, we know that choosing a preschool can be challenging. Our goal is to provide the best school experience for your family so that you will have peace of mind knowing that Caterpillars to Butterflies is the right choice. Our school name speaks for itself, the cycle of growth begins in the Infant Classroom (Caterpillars), then our One's, Two's, Three's & Fours are fed with an abundance of knowledge in their classrooms (Chrysalides), to soon become a graduate of our preschool class in which they will be release to spread and gain more knowledge on their new journey (Butterflies).

As a new or old family to our center, we know that any type of change involving your child can create a variety of feelings. Please know that we are here to help make this transition as smooth as possible. We have worked hard to create a family oriented environment with the children in our care as well as their parents and our teachers.

We are very proud of our curriculum that includes all the basics but really blossoms with our knowledge of meeting each child where they are at. Which includes STEAM, math, language arts, music & movement, spanish, and technology such as tablets/i-pads for students ages three years and up; as well as interactive Smart Boards which are used in each classroom at our school.

Please know that our administrative team is always open and receptive to any idea, comments or concerns you might have. We strive for continuous improvement at our schools and we can only achieve that with your help. Which is why every season parents are encouraged to submit a Parent Survey through the link provided.

We feel that developing a sense of community is very important and over the course of the year we have activities set up for our families to know other families and our staff. We start the fall off with an open house, field trip and our annual Harvest Fest. Moving into the holidays we have toys for every student at our Christmas party and we hope to have a Christmas craft night this next school year for the families. Moving into Spring, we have our spring field trip and our grand finale, Graduation Ceremonies for our Preschoolers who will be moving to Kindergarten. During the summer all of CBLT students ages 3 yrs and older participate in a Summer Enrichment Program. We partner with other enrichment programs to offer swim lessons, golf, gymnastics, horseback riding and track & field in which all participants compete in a track meet at the end of summer. We have a variety of field trips and on-site educational activities to keep the children engaged all summer.

Once again, thank you and we look forward to working with you for years to come!

With Gratitude,

Mrs. Kay Webb (Director of School) Paul & Lorita Perkins (Owners) Sharmeta Martin (COO)

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MISSION:

Caterpillars to Butterflies Learning Tree, LLC is designed to assist and enhance the cognitive, physical, social and emotional development of each child. We aim to provide a welcoming, loving, and educational environment that parents, children, and staff can work together for the betterment of your child(ren). Our program is family inclusive in order to accomplish healthy development of the child(ren) while they are at the daycare, as well as, while they are at home.

PURPOSE:

The purpose of our daycare program is to assist your child(ren) on their journey to “life-long learning” cognizing the fact that each child has the opportunity to succeed.

Caterpillars to Butterflies Learning Tree, LLC seeks to provide a safe, nurturing, and educational environment conducive to learning in a creative setting. We will take the approach of the “creative curriculum”, while focusing on the five domains of child development: social and emotional development, language development (one or more languages), cognitive skills, health, and physical development (fine and gross motor skills).

Our program offers our students an endless variety of developmentally appropriate activities that will cater to their individual needs. Butterfly exhibits, pumpkin farms, and museums are just a few field trips that we will attend in the efforts to expose our students to outside forums of learning. Indoor explorative forums include, but not limited to, blocks, dramatic play, art, water, sand play, computer technology, and alphabetical and mathematical puzzles.

Caterpillars to Butterflies Learning Tree, LLC is equipped with all of the proper developmental tools for your child(ren)’s continuous improvement. Licensing Information

Caterpillars to Butterflies Learning Tree, LLC is licensed by both the City of Chicago and the State of Illinois.

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Tentative Tuition & Payment Policy

Age	Weekly Part-Time Fee 7:00 a.m-12:00 p.m.	Monthly Full-Time	Monthly Full-Time Fee (Not Potty trained)
6 weeks-23 months of age	\$780	\$1395	\$1395
2 yrs of age	\$780	\$1350	\$1350
3 yrs of age	\$780	\$1150	\$1350
5 yrs of age	\$780	\$1080	\$1080
Before & After School	2 days or less \$500	3 days or more \$600	N/A

Security Deposit: **One week of tuition plus \$150 registration fee.**

Payment Policy

Monthly: Tuition is due on the 1st day of each month and shall be paid Cash, quick pay, school app, check, money order, or PayPal. When paying by cash please give your payment directly to a staff member so a receipt can be given. **Do Not Put Cash in The Tuition Box!**

Personal Check: Any returned checks will be assessed an additional \$50 penalty fee and all additional costs associated with the NSF transaction. Option of check payments will be revoked.

Bi-weekly: payment is due on the first day of the first and third week in the month.

Tuition is calculated weekly, Monday being the first payable day. There will be four months in the calendar year (Jan. – Dec.) that will include a 5th week. The number of Mondays in the month determines the number of tuition weeks. Please adjust your tuition payments accordingly.

Late/Non-payment: of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Caterpillars to Butterflies Learning Tree; however, if you anticipate difficulty with paying on time, please discuss the matter with the School Director immediately. If alternative arrangements for payment are approved, you will be notified by the School Director. Tuition is due on the 1st day of each month and shall be paid Cash, quick pay, school app, check, money order, or PayPal. A \$25.00 late fee will be charged for any tuition withdrawal that does not go through by the 5th of every month. An additional \$10.00 will be charged if payment is not received by the 12th of the month. If tuition is not received by the 15th of the month, your child may not attend school until the tuition is paid. Tuition does not include fees for field trips and other special events. Tuition is due on the 1st day of each month and shall be paid Cash, quick pay, school app, check, money order, PayPal.

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ARRIVAL & DISMISSAL

Upon arrival at Caterpillars to Butterflies Learning Tree, LLC, children are required to be escorted into the building with their parents/guardians. Children are required by law to be supervised at all times while in the care of the facility. Parents are required to help children put away their belongings and get settled for the day. The parent should check the child's locker/storage daily to pick-up any announcements or communications.

Early Arrivals: If your child arrives at school prior to their regular scheduled hours you must inform the staff at least 48 hours in advance and an additional fee of \$25 daily will be assessed, if the early arrival has been approved by administration.

Late Arrivals: Our daily cut-off time is 9:30 a.m. no child will be accepted after 9:30 a.m., unless approved by the director/administration at least 48 hours in advance. In the event of a doctor's appointment, we will make an exception for a late drop off, no later than 11:00 a.m.

Parents or other authorized adults are required to sign out students via our school app. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on the premises. The parent may not allow a child to wander on the premises, through classrooms, bathroom, and/or playground. Students arriving after breakfast time must be fed prior to arriving at school. No outside breakfast will be allowed in class.

Late Pick-up: Children must be picked up by 5:30 p.m. When a parent or guardian is late picking up his or her child, the child will remain on site at the school. The site staff will work with the designated School Director to contact the parents. We will use the child's emergency numbers listed on the enrollment form to contact the names listed on the enrollment form. For this reason, it is imperative that you provide CB Learning Tree with up-to-date emergency contact names and telephone numbers and written notification of any changes in your child's emergency contact information throughout the course of the year. The person picking up the child is required to sign documentation acknowledging the late pick up and have proper ID with them. Staff will make every attempt to reach the parent, guardian or authorized persons until the last staff member is scheduled to leave. Attempts to reach the parent, or guardian, or authorized person listed on the enrollment form will be made every 10 minutes, then we will contact the appropriate governmental authorities such as the DCFS hotline, police, etc. Minutes \$2 per minute after five minute grace period Fees Charged are due at time of pick-up and no later than the next school day. There are **NO EXCEPTIONS** to this policy.

Release of Children: Your child will only be released to the parent and/or guardian, or an authorized person, in which required information must be on file before pick-up.

Withdrawal Notice: The director/management must be notified in writing at least two weeks in advance if the child will be withdrawn from the program.

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Supply List

All supplies must be replenished on a continuum basis. Your child's teachers will send out reminders when supplies are low.

6 weeks -1 Year Old	2 Years Old-3 Year Old	4 Years Old- 6 Year Old
(2 sets) Change of clothing including socks	(2 sets) Change of clothing including socks and underwear	(2 sets) Change of clothing including socks and underwear
2 packs of wipes	2 packs of wipes	1 pack of wipes
1 pack of diapers	1 box of pull-ups	
1 box of Kleenex	1 box of Kleenex	1 box Kleenex
1 (2) pocket folder	1 (2) pocket folder	2 (2) pocket folder
Pacifiers (if need)	1 bottle of glue	1 bottle of glue
Prepared bottles or packed breast milk	Container or large zip bag large enough to store all of your child (ren)'s supplies (preferably shoe box size)	Container or large zip bag large enough to store all of your child (ren)'s supplies (preferably shoe box size)
Formula (for emergency use only)		
Baby Food and cereal	Sunscreen kept in original containers	Sunscreens kept in original containers
Diaper Bag (large enough to store empty bottles, clothes that may be sent home)	1 roll of paper towel	1 roll of paper towel
1 sleep set (pillow and blanket)	1 pack of disinfectant wipes	1 pack of disinfectant wipes
1 roll of paper towel	1 box of disposable mask	1 box of disposable mask
1 box of disinfectant wipes		

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DAILY SCHEDULE

Yearly [CALENDAR](#) | [Mysite \(cb-learningtree.com\)](#)

6:30 a.m.-8:00 a.m.	Morning Greet: Infants Diaper changing, scheduled feeding, tummy time, story time.	Morning Greet: Toddlers/Preschoolers Check-in, indoor shoes, hand washing, gross-motor, manipulatives etc.
8:00 a.m- 9:00 a.m.	Breakfast	Breakfast: Potty and Hand washing-Clean-up transition songs
9:00 a.m- 9:30 a.m	Learning through environment, Circle Time: movement & music, story-time	Circle Time: Movement & music, story-time
9:30- 10:30 a.m.	Sensory Stimulation ABC's , numbers, shapes, colors	Academic Enrichment
10:30 a.m. - 11:30 a.m.	Indoor/ Outdoor activities	Indoor/Outdoor activities
11:30-12:30 a.m.	Lunch	Lunch
12:30-2:30 p.m. (Lights on by 2:45 p.m.)	Nap-time -Sanitize Am Toys	Nap-time-Sanitize AM toys
2:30 p.m.- 3:30 p.m.	PM Snack	PM Snack
3:00 p.m.- 4:00 p.m.	Outdoor Play or Indoor Gross Play/manipulatives	Outdoor Play or Indoor Gross Play/ manipulatives
4:00 p.m. - 4:30 p.m.	Dismissal or group-time	Dismissal or group-time/ Evening discussion
4:30 p.m.- 5:00 p.m.	Sanitize toys /Clean-up	Sanitize toys/ Clean-up
5:30 p.m- 5:35 p.m.	Have a Great Day!	Have a Great Day!

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TOILET TRAINING POLICY:

Children in our facility will be supported in their effort to routinely use the bathroom. Eliminate onesies and clothes that will impose a challenge for them to pull down and pull up independently on their own. Encourage your little ones to notify you by using their words when they feel the urge to potty.

When you feel your child is ready for toilet training, we ask that you begin teaching at home. We will follow through and encourage your child while they are in our care. Daily communication between the parent and center provider is very important.

- The child must be showing signs of readiness and able to control their bladder and bowel movements.
- The child must be kept in a diaper, pull-ups, vinyl training pants, or underwear.
- Please keep in mind that the high activity level here at the Center may distract your child from responding to the urge to use the potty more so than at home.
- Staff will never put a child on the potty unless the child is willing.
- Staff cannot wash out soiled clothing per regulations set by the Center for Disease Control. They are required to put soiled clothing in a plastic bag for you to take home and wash.
- Please send them to the center with loose fitting clothing that your child can manage independently. Try to avoid tight clothing, pants with snaps or buttons, overalls, and tight leggings.
- The child will be encouraged to use the potty every 30 minutes.

Parents are required to supply the pull-up or vinyl training pants and extra clothing (including socks) daily

- A pull-up will be put on the child during naptime.
- We encourage parents to communicate with your child's teacher throughout the potty-training process.

All of the pull-ups and wipes are supplied by the family. For records, we maintain a daily diaper log for each child. You will be notified of any change in toileting or wipes refills needed for your child.

If you do not provide requested diapers or wipes in time, and school has to provide those supplies, you will be charged a fee of \$5/ day. All fees would reflect in ProCare billing

NAP TIME POLICY

Full-time students have a daily rest period for up to 2 hours. The rest period is from 1:00 p.m. - 3:00 p.m. Parents are encouraged to refrain from picking up children during this time. Or notify your child's teacher in advance for early dismissals.

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FIELD TRIPS

Field trips will be planned for the children. Parents/guardians are notified in advance of the destination and time of any field trip. A permission form must be signed by the parent/guardian. Any additional costs associated with the trip must be paid by the parent/guardian by due dates listed on permission forms. Be prepared for weather, be prepared to bring a bag lunch labeled with your child's first and last name. All students ages two & under must have a chaperone for every field trip. All students ages 3 or older who are not fully potty trained must have a chaperone for every field-trip. All chaperone's must be 21 years or older. **Part-time students or half day enrollee's: Must either attend our school field trips or make arrangements for your child to be absent for school on those days as all of our teachers and classroom aides will be present on field trips.**

Chaperone Rules: If or when chaperoning your child on a fieldtrip you or the responsible chaperone are to remain with the child at all times. Parents can transport their children in their own vehicles to and from trips. However, students that are required to have a chaperone must be accompanied by their chaperone on bus/transportation.

Attire: Students are to wear school field trip t-shirts on all field trips and school outings.

NOTE:

Always be prepared to bring a bag lunch on all field trips and school outings.

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HOLIDAYS: Our school calendar is always a click away via our school website [HOME | Mysite \(cb-learningtree.com\)](http://HOME|Mysite(cb-learningtree.com))

The center is closed in observance of the following holidays:

New Year's Eve & Day Labor Day Memorial Day Juneteenth Day
Thanksgiving 2 and 1/2 day's Christmas (5 days) Indigenous Peoples' Day
Spring Break (5 days) Good Friday Labor Day Veterans Day Martin Luther King Jr's Birthday

Additionally, CBLT will be closed 2 days per year for staff development days. These dates will be announced in advance and will typically coincide with one of the holiday's. Our school is open all year round, however we will take the end of the summer break which is usually the second week of August. Parents will be notified 20 days in advance of specific dates.

Halloween may take place on a school day, and we know that it is a very exciting day for many children. For some children however, it can be a scary and uncertain experience. No costumes are to be worn at school on Halloween. However, parents are welcome to notify the teachers of early dismissal. Days prior to Halloween our school hosts an annual harvest day festival onsite. This event is open to all of our students and their families.

Thanksgiving: Is a celebration of being thankful, each classroom will have special thankfulness activities of the day. **Culturally Specific Holidays** In keeping with our commitment to diversity, classroom community members are invited to share non-traditional holidays that have ethnic and cultural significance specific to their family. These shared experiences are intended to honor other cultures and heritages and need to maintain our focus on giving and sharing. These shared experiences will take place during classroom time. Please consult with the classroom team beforehand as classrooms will decide how to address each culturally specific holiday in the classrooms.

Christmas is a joyous time filled with gift giving and celebrations with family and friends. To honor Christmas,

Valentine's Day is honored at Caterpillars to Butterflies as a Friendship Day. Treats, and valentines are welcome.

Mother's (special female) Day/Father's (special male) Day Mother's Day and Father's Day will be recognized at CBLT. Individual classrooms will determine how to honor the special adults in your child's life.

EMERGENCY CLOSINGS:

Due to severe weather conditions or other emergency situations, Caterpillars to Butterflies Learning Tree, LLC may have to close. Emergency closings are at the discretion of the owner. Employees are instructed to check emails and listen to local radio stations and TV stations to stay informed.

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Staff

We employ highly qualified teachers and experience low staff turnover. All teachers are required to complete the appropriate college units in the subject of Early Childhood Development and Early Childhood Education. All staff members are CPR and First Aid certified and recertified every 2 years. Staff members take part in yearly workshops and meetings/conferences to obtain professional growth. All staff members have been screened by the Department of Social Services. Background checks and fingerprint clearance is required by all staff members prior to employment. Please view our school Career Page via our website at [HOME | Mysite \(cb-learningtree.com\)](http://HOME | Mysite (cb-learningtree.com)) to learn more about our staff screening and qualifications.

Discipline Policy

Development of positive self-image for the children is very important to all the staff of Caterpillars to Butterflies Learning Tree LLC. Sharing, cooperation, patience, and kindness toward others are stressed. Corporal punishment or frightening techniques are never used in disciplining. It is expected that the children will function within a simple set of rules that have been established. Caterpillars to Butterflies Learning Tree has three basic rules which must be adhered to by the children.

- You may not hurt yourself.
- You may not hurt others.
- You may not harm school property.

There are three means of disciplinary techniques used in helping the children follow the guidelines set.

- Observation and timely interference before a negative situation develops.
- Redirecting the child to a new activity.
- Sitting the child aside from the group to think about what he/she did. It is important that the teacher discuss with the child his/her behavior.

It is expected that when any behavior problem of extreme nature persists, a teacher will ask the parent to meet and discuss the situation. In serious cases, if your child is found to be frequently abusive to the other students his/her enrollment will be immediately terminated.

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Enrollment & Admission

Caterpillars to Butterflies Learning Tree, LLC program is designed to serve ages ranging from six weeks to thirteen years old. Our program works with parents to accommodate any needs the child(ren) may have.

Before beginning the program, the appropriate steps must be completed, and are as follows:

- Complete Site Visit/Schedule School Tour
- Complete and sign the Enrollment Application (with required uploaded documents)
- Complete the Health Care Summary and the Immunization Record (School Physical)
- Provide a copy of enrolled applicants' birth certificates
- Complete Food Program Application
- View school supply list and have items available for the first day of school
- Complete weekly testing consent form for Covid-19/Flu/RSV
- Signed Parent Hand Book Receipt

Parents can apply for enrollment for their child at Caterpillars to Butterflies Learning Tree, LLC by completing the Enrollment Application and paying the \$100.00 registration fee. Application fees are non-refundable. Continued enrollment at Caterpillars to Butterflies Learning Tree, LLC is contingent upon the child's adherence to the policies and procedures of Caterpillars to Butterflies Learning Tree, LLC as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. Parents are required to notify Caterpillars to Butterflies Learning Tree, LLC immediately, should any of the information collected at the time of enrollment or any time thereafter changes. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeit of tuition.

Waiting List

Waiting List requests are on a first come, first serve basis in the order that waitlist is submitted to the Registrar (i.e. changing from TTH to MWF, moving from Full-time to Part-time, etc..

A waiting list application form as well as a non-refundable application fee must be attached and submitted to the office to place a child on the waiting list. Applications will be filed in each age category according to the date the application form and fee are received. Once enrolled, the application fee applies to the child's first annual registration fee.

The following waiting list policies apply to all families:

1. The first time a family declines a spot (or fails to call back)- the waiting list date will be changed to the date of decline.
2. The second time a family declines (or fails to call back)- the child will be removed from the waiting list. Any family wishing to get back on the waiting list must submit a new application and fee

Waiting List requests are on a first come, first serve basis in the order that waitlist is submitted to the Registrar (i.e. changing from TTH to MWF, moving from Full-time to Part-time, etc..

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FOOD SERVICE AND NUTRITIONAL INFORMATION:

Caterpillars to Butterflies, LLC will provide food for our students. We will provide breakfast, lunch and snacks daily. Food handler permits are required for staff who prepare full meals. We have multiple employees with a Health, Food, and Sanitation Certificate present during all hours operation to ensure that all food safety steps are followed.

All students must complete the Food Program Application to receive daily meals. All students must arrive in the classroom no later than 8:30 a.m. in order to partake in breakfast. To assist with healthy eating, we ask that you refrain from sending outside food unless your child has dietary restrictions that have been approved by their physician.

- Each snack and meal includes a liquid beverage. The beverage can vary from water, milk, or to fruit beverage.
- Menus include hot and cold food and vary in colors, flavors, and textures.
- Ethnic and cultural foods are incorporated into the menu.
- Menus list specific types of meats, fruits, vegetables, grains, etc.
- Menus include a variety of fruit, vegetables, and entree items.
- Foods served are generally moderate in fat, sugar, and salt content.
- Children have free access to drinking water (water fountains, individual disposable cups or single use glasses)
- Children with food allergies are required to have all dietary restrictions on file with a signed copy from their physician specifying what the child can or cannot have. If the child is unable to eat items listed on our menu then the child's physician needs to provide a note stating what items parents are able to bring in as a supplemental alternative to our menu. prescriptions signed by a health care provider on file. Names of
- Food allergies are posted in the kitchen, the child's classroom, and eating areas.

Food Allergies:

If your child has food allergies please provide the school with an allergy report from your child's physician.

Dietary Restrictions:

If your child has dietary restrictions due to religion, personal beliefs, etc. Please know that Caterpillars to Butterflies will have to offer the foods listed on our school menu unless we have a written statement from your child's doctor stating the specific restrictions on file. For instance, if you wish for your child to refrain from having cow's milk and prefer for them to have a non-dairy option. Your child will need a doctor's note stating the specific milks that they recommend for your child to have on file and the parents are responsible for supplying the alternative foods and beverages.

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HEALTH IMMUNIZATION, MEDICATION POLICY

IMMUNIZATION POLICY (School Physical)

Before any child can be allowed into the center, the center must have on file the current and complete up-to-date immunizations form. There will be no exceptions to this rule. A “complete date” is to include the month, day, and year of all vaccinations given.

MEDICATION POLICY

Medications should be given at home, whenever possible. Any medications to be given during the day of operation at the center must be authorized by both a physician and the parent/guardian. The medication must be brought to the center in a container appropriately labeled by a pharmacist with the completed Authorization for Administration of Medication form.

Students should refrain from coming to school: For the health of your child and others, please keep your child at home if they are sick or not feeling well. If your child stays at home due to illness, we require parents to notify us via ProCare explaining the child’s symptoms regardless if they are contagious or not. Health regulations require parents to notify the school of any contagious disease or serious illness so that we can inform the other families of the symptoms and help contain the number of outbreaks.

Your child may be sent home if he/she appears to have symptoms of illness during the day. In such cases, the child is immediately isolated from others (e.g. resting in the book corner), and a parent is contacted. We ask that you make arrangements to have your child picked up within 30 minutes of being notified of their illness.

All parents will be notified of any communicable diseases that may be circulating through the preschool. The school will use the following guidelines for a child’s return to school after recovering from a communicable disease:

- **Strep Throat: Stay at home for at least 24 hours of treatment and fever free for 24 hours and doctor’s clearance to return to school**
- **COVID-19, RSV, FLU (Influenza) Hand Foot & Mouth (HFMD). Stay at home until free of symptoms. This can be anywhere from 5-10 days.**
- **Chicken Pox: Stay at home until all pox or scab is over. This can be anywhere from 5 – 10 days.**
- **Head Lice: May only return following 2 treatments. Any nits (egg pockets) are completely off hair. Treatments are usually given 7 – 10 days apart.**

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- **Pink Eye:** May not return until treatment has been started with proof of treatment from a licensed physician, eyes are clear and there is no discharge in the corners over a 24 hour period.
- **Ringworm:** Stay at home for at least 48 hours of treatment or until free of symptoms. This can be anywhere from 3-5 days.
- **Children with a fever, diarrhea, or vomiting will not be allowed to return to school until they are symptom free for 24 hours and have a doctor's clearance**
- **Keep your child at home if he/she has an illness that prevents him/her from participating comfortably in school activities.**
- **Has an illness that results in a need for greater care than the staff can provide without compromising the health and safety of the other children.**
- **Has had a temperature of 99.0° or greater (children will not be allowed to return to school until they're fever free for a 24 hour period after they no longer have a fever* or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine and a doctor's clearance.**
- **Students' that are ill with a virus or highly contagious illness MUST refrain from school for a minimum of 5 days for viruses to subside and MUST return to school with a doctor's clearance**
- **Has a fresh cold one that is less than 2 days old, constant cough that needs to be checked by a physician.**
- **Severe cough, or uncontrollable cough at school.**
- **Heavy nasal discharge, yellow or green mucus. Yellow or green discharge from the nose are signs that a child is becoming sick with an infectious illness or are already sick. If your child has green, or yellow discharge please keep them at home.**
- **Has uncontrolled diarrhea (may not return until diarrhea stops completely) has two or more episodes of vomiting in the previous 24 hours, and has the symptoms of a possibly communicable disease.**

A doctor's release is required to re-enter after any illness

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Our school policy is that for any reason your child is ill, we ask that you keep your child at home until they are well enough to attend school with a doctor's clearance.

CONFIDENTIALITY

Within Caterpillars to Butterflies Learning Tree LLC, confidential and sensitive information will only be shared with employees of, your child's physician(s), therapist(s), and/or student interns who have a "need to know" in order to care for your child most appropriately and safely.

Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Caterpillars to Butterflies Learning Tree LLC strives to protect everyone's right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information, and or other health related information of anyone associated with Caterpillars to Butterflies Learning Tree LLC.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of Caterpillars to Butterflies Learning Tree LLC are strictly prohibited from discussing anything about another child with you.

Parents are NOT allowed to discuss any child or employee through private email, social media, or group forums. This type of conversation will NOT be tolerated and could result in the family's dismissal from the school. Our confidentiality policy protects every child's and employee's privacy. If a parent or family member has a concern regarding another child or employee, they should contact a Director directly to discuss those concerns

Birthday Celebrations Policy

Parent Handbook

Caterpillars to Butterflies Learning Tree

Each child's birthday is a special occasion. Keep your child's birthday celebration simple. Birthday boys and girls are given a special birthday crown and their class will help them celebrate by singing "Happy Birthday". Parents are welcome to bring in store bought snacks to share with the class. Snack suggestions that are acceptable; fruit, cookies, cereal bars, yogurt, ice cream cups, rice krispie treats, fruit snacks, donuts, cup cakes. We prefer you send items that can be handled easily by the children with minimum mess. Whole cakes are not allowed. Talk to your child's teacher for how many students.

Power of Fundraising

Caterpillars to Butterflies host a school fundraiser twice a year (Fall and Spring). The money raised from the fundraisers goes directly to the purchase of items for our school (paint, paper, art materials, tricycles, scooters, books, playground equipment, classroom equipment, learning resources, etc.

The support and participation in our school fundraisers is greatly appreciated, and goes a long way in helping the school reach our goals. In addition, our staff also participates to make the team effort even stronger.

Newsletters and Notes

You will receive a monthly newsletter and many notes during the year, informing you of curriculum, parent events, special functions, field trips, and other important information. Monthly newsletters and calendars can also be accessed on our website (gypreschool.com). Please read these carefully, thereby aligning with our goal to communicate with you clearly and efficiently.

Clothing

Parent Handbook

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Children should be comfortable at all times. Clothing should be appropriate for the changing weather. Outside playtime is a part of our daily schedule year round. Make sure your child is wearing appropriate outside play clothes (jackets, sweatshirts, etc.). Children should wear play shoes with rubber grip soles for climbing and running. LABEL all jackets, sweaters, coats and other outer garments with your child's name. We are not responsible for missing objects so make sure all items are clearly labeled.

Our program includes messy, hands-on activities. Clothes worn to school are guaranteed to get soiled and stained regardless if smocks are worn. Send your child in play clothes that are o.k. to get dirty. Make sure your child has a complete set of spare clothes at school (underwear, pants, socks, shirt). Clothing should be placed in a plastic freezer bag clearly labeled with your child's name. Your child will need these spare clothes in case of potty accidents, water play, spills, etc. Please remember to replace them immediately if they are used and sent home.

Outdoor Play

Children of all ages shall be encouraged to participate daily in at least **2 occasions** of 30 minutes of play in the morning and 30 minutes in the evening; of age-appropriate outdoor time, with active movement or play for mobile children. In pre-school programs where children receive care for less than three hours per day, outdoor activity is not required. The state temperature cutoff is **below 40 degrees**. Increased caution should be practiced when temperatures reach **below 40 degrees** including the wind chill factor. When temperatures and wind chill factors are questionable students are to be kept indoors. The indoor gross motor area in the hallway is an alternative to outdoor play when weather is not permitted.

PERSONAL BELONGINGS

Each child should have a minimum of two sets of change of clothing (suitable for the season) which is kept at the school in a bag labeled with their name. **All clothing and outerwear should be labeled.**

We have Show & Share every Friday for our students who are in the age range of 3-4 years of age. Valuable items should not be brought to school. We will not be responsible for any lost items or damages of the child's property.

Absences And Tardies

Parent Handbook

Caterpillars to Butterflies Learning Tree

If your child is ill or coming in late we ask that you call and notify the school. This helps the teachers plan their day more efficiently. We do not allow schedule changes in order to make up absences nor do we grant refunds for holidays or illness.

To maintain the flow of our daily program, we ask that you try to schedule doctor visits and other such appointments towards the end of the day. Children who are dropped off well into the day have a harder time transitioning in and we find it to be disruptive to our program. If your child is not at school by 9:30 they will be considered absent for the day. Midday drop offs will not be permitted.

In a study done by the University of Chicago Consortium on Chicago School Research (CCSR) in September 2013, it was shown that students with poor preschool attendance have lower kindergarten readiness scores in all subject areas. The study defined Chronic Absenteeism as missing 10% or more of school for any reason – excused, unexcused, etc. Missing 10% of school translates into 18 missed days and is an indication that a student is academically at risk due to missing too much school.

- Students who are chronically absent in preschool are 5 times more likely to be chronically absent in 2nd grade than other students.
- Multiple years of chronic absenteeism place students at risk and they may need academic intervention prior to 3rd grade.
- Students who were chronically absent from preschool through 2nd grade scored 26 points lower on their standardized assessment (DIBELS) than children who were not chronically absent. Attention paid to this issue during these important preschool years can have great rewards during a child's academic career.

Attendance counts!!!

Daily Cleaning and Sanitation:

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HAND WASHING (UNIVERSAL PRECAUTIONS)

The staff and children must wash their hands before and after all meals/snacks, and after using the bathroom. Our staff monitors hand washing and assists children when needed. Staff and children are to wash their hands with soap and water, and dry with a paper towel that is provided by the center. The center will try to eliminate the spread of germs. All objects are cleaned and disinfected daily.

Our facility requires children to wash their hands at the following times:

- Upon arrival
- Before and after each meal
- After using the toilet
- After touching items soiled with body fluids, waste, or liquids
- After wiping or blowing his/her nose
- Before and after cooking or other food experience
- After indoor/outdoor play time
- Before and after using the water table

Curriculum:

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We value your child(ren)'s experiences. When your child starts at Caterpillars to Butterflies Learning Tree, LLC, observations will occur throughout their time here. This will assist us to provide the best care academically and socially for your child(ren). We respect each child as an individual and set up their goals and curriculums accordingly.

Our teachers will be in communication with you in regards to the short-term and long-term goals and milestones set for your child.

Optional: At Caterpillars to Butterflies we have had the privilege of having a 25 year track record of testing former and current students into Selective Enrollment schools & sectors across the Chicago land area. For placement into such schools requires work at school and at home. Students who have completed all tasks set forth by their teachers and put in a little extra work at home usually do a phenomenal job on test day. Remember our little ones will be testing among thousands of other preschoolers in city for a seat in a Selective Enrollment School

HOMEWORK (This only applies to classrooms that issue homework)

Parents are expected to assist in the completion of homework. Children are encouraged to return all homework and projects by its due date. Homework allows the teachers and parents to assess the child's progress, and retention of what was learned in class. Projects help expand learning and thematic units. While fostering family engagement.

Parents Teachers Together (CPTT/F)

Caterpillars Parents Teachers Together (PTT) and Friends of Caterpillars to Butterflies Learning Tree are organizations composed of the parents with children enrolled at the Center as well as staff members. All families and staff members will be given the opportunity to be nominated. The yearly activities have included: • Ice Cream Social • Harvest Fest • Fund raising • School Picnic • Open House • Staff Appreciation Week & other seasonal activities The members meet monthly at the Center and or virtually via Zoom to help plan our school activities.

Parental Involvement

Parent Handbook

Caterpillars to Butterflies Learning Tree

Parent involvement is an important and necessary part of our programs. The active participation of all parents is strongly encouraged. There are various ways that CBLT Parents can volunteer and become involved in the school life at Caterpillars to Butterflies Learning Tree.

- Attend Meet the Teachers
- Volunteer to help from home
- Chaperone a classroom field trip
- Attend parent/teacher conferences
- Attend Career Day
- Participate in school wide activities
- Volunteer as a classroom mom or dad in your child's classroom

Transportation Policy

These requirements shall apply to any day care center that provides or arranges for the provision of transportation for children as follows:

To or from their homes or other pre-arranged sites and the center; In connection with an activity conducted by or through the auspices of the center; and From the center to a hospital, clinic or office for medical treatment (except in emergency situations).

A center providing transportation services shall comply with the driver licensing, Rules of the Road, financial responsibility, vehicle equipment and vehicle inspection provisions of the Illinois Vehicle Code [625 ILCS 5].

The driver of a vehicle transporting children on behalf of a day care center, whether paid or unpaid, shall comply with the following requirements:

- is 21 years of age or older;

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- currently holds a valid driver's license, which has not been revoked or suspended for one or more traffic violations during the three years immediately prior to the date of application
- demonstrates physical fitness to operate vehicles by submitting the results of a medical examination conducted by a licensed physician
- has not been convicted of more than two offenses against traffic regulations governing the movement of vehicles within a twelve month period
- has not been convicted of reckless driving or driving under the influence or manslaughter or reckless homicide resulting from the operation of a motor vehicle within the past three years
- has signed and submitted a written statement certifying that he has not, through the unlawful operation of a motor vehicle, caused an accident which resulted in the death of any person within the five years immediately prior to the date of application.

However, any day care center may provide for transportation of a child or children for special outings, functions or purposes that are not scheduled on a regular basis without verification that drivers for such purposes meet the requirements of this Section. [225 ILCS 10/5.1(a)] Illinois Department of Children and Family Services

Mandated Reporter Policy:

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Sudden Infant Death Prevention

(SIDS)<https://www.bing.com/ck/a?!&&p=657389690969949cJmltdHM9MTcyNTIzNTIwMCZpZ3VpZD0yZGVINGJmMS0zMWNILTYzZmItMWI0OC00NDA1MzA2NjYyYzYmaW5zaWQ9NTIyMA&ptn=3&ver=2&hsh=3&fclid=2dee4bf1-31ce-63fb-1b48-4405306662c6&psq=sudden+infant+death+prevention+illinois&u=a1aHR0cHM6Ly9kY2ZzLm1sbGlub2lzLmdvdi9jb250ZW50L2RhbS9zb2kvZW4vd2ViL2RjZnMvZG9jdW1lbnRzL3NhZmUta2lkcy9yZXBvcnRpbmctY2hpbGQyYWJ1c2UtYW5kLW5lZ2xlY3QyZG9jdW1lbnRzL2Nmcm18xMDUwLTlxX21hbmRhVGvkX3JlcG9ydGVyX21hbnVhbC44LjAucGRm&ntb=1>

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Caterpillars to Butterflies Learning Tree

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Safety, Health, and Injury Prevention

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