

Butterfly Garden Learning Center, Inc.
12546 West 159th Street
Homer Glen, IL 60491
Stacey Mladic and Dana Ruane, Directors

Arrival and Departure Policy

Only parents are allowed to pick up their child unless a parent/guardian has been added an authorized pickup person in the Brightwheel app. All parents (or person picking up) must sign out their child each day via the Brightwheel app. If a pickup person does not have the Brightwheel app, that individual may use the school tablet to enter in their code. The office staff will assist families if needed. To allow our staff to prepare for the next session, we ask that parents pick up their child no later than five minutes after class is dismissed.

Arrival/Departure Procedures:

1. Check-in and check-out procedures will be completed using Brightwheel.
2. BGLC will stagger arrival and drop off times for school safety.
3. Staff will greet children and their parent/guardian outside or in the foyer as they arrive.
4. Siblings and non-registered children are not allowed in the facility for health and safety reasons.

Authorized Persons to Pick Up Your Child

If someone else is authorized to take your child home, they must be added as a designated pickup person in the Brightwheel app. Each pick up person must have their own unique code so it can be properly documented as to who is dropping off and picking up the students. Directions on how to add an authorized individual can be found on our website under the Resources.

Failure to Pick Up Child at Designated Departure Time

Children are to be picked up at their assigned dismissal time. If a child is not picked up at that time:

1. The teacher will attempt to reach, by phone, the parent or guardian responsible for pick up after ten minutes has passed.
2. If the teacher is not able to contact the parent or guardian responsible, emergency contacts (in the order they have been provided by parents or guardians on the child's registration) will consequently be contacted for pick-up of the child.
3. BGLC will keep the child for forty-five minutes beyond the pick-up time before contacting outside authorities, such as the police, if any contact with parents, guardians, or emergency contacts have failed.
4. The child will be BGLC's responsibility until authorities arrive in such a situation.
5. Staff will not hold the child responsible for the situation. Discussion of the issue will only be with the parent or guardian and never with the child.