

CHILDSPACE TOO PARENT HANDBOOK

CHILDSPACE TOO DAY CARE CENTER

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WELCOME TO CHILDSPACE TOO

We are happy to have you here. We hope that this handbook will answer some questions that you have or might have in the future.

HISTORY AND ORGANIZATIONAL GOALS

Childspace opened its initial center in the Mt. Airy Presbyterian Church in the Mt. Airy section of Philadelphia in September 1988, serving 20 children aged three months through two years, with an afterschool program for 40 children in grades K-6th.

The Mt. Airy center currently has a Infant Rooms, Toddler Rooms, Two's Rooms, Preschool Rooms for three to five year olds, a Head Start Program, a Summer Camp Program for children who have completed kindergarten through age 9, and an Afterschool Program.

In September 1992, Childspace opened a new center, "Childspace Too" at 5517 Greene Street in the Germantown section of Philadelphia. Another expansion came about in September 1999 when Childspace partnered with HELP Philadelphia and PHMC to open its third center, "Childspace West".

The Childspace Centers were organized to provide high quality day care spaces for a diverse mix of children. An organizational structure was designed which would (hopefully) motivate talented day care workers to join and to remain in the field of early childhood education. The Childspace Model involves two organizations: Childspace Day Care Center, a non-profit organization which has a board made up of parents, child development specialists, community supporters and center staff, and Childspace Management Group, Inc., a worker cooperative whose member/owners are the Childspace staff. This model was designed to recognize the important roles that both parents and day care staff play while creating more opportunities and incentives for the day care staff to be committed and invested in the quality of the day care program. This model also reflects a desire to create better quality jobs in day care because we feel (and studies substantiate) better quality jobs are directly related to higher quality care for children.

The Philosophy of Our Program

The Childspace philosophy is that children learn by experience. We believe that children must first feel emotionally and physically secure to be able to explore and learn from their environment. We are concerned with all aspects of children's' growth: social, emotional, cognitive and physical. We plan our program at each developmental level to provide opportunities for children to try new things both individually and in-groups, make new friends and have fun. Activities are provided in the classrooms, outdoors, and on trips. Our toys are kept on open shelves for easy accessibility to children. In group activities, we recognize that each child is an individual and we encourage children to express themselves according to their own personalities through art, music, circle time, body movement, games, imaginary play, block play, book time and cooking. We set limitations primarily with regard to the safety of all children. We try to teach children to respect each other's person as well as their feelings. We attempt to structure the classroom and activities in a way, which allows choice and flexibility within the security of a consistent schedule and pattern of expectations. We encourage parents to get involved in our program, make suggestions and ask questions.

Non-violent atmosphere

Childspace Too does not allow children to bring in toy guns or other violent type toys. We try to redirect children engaged in violent play. While children may occasionally use their finger as a pretend gun, this type of play is greatly reduced if a toy weapon is not there to suggest it. More importantly, children will engage in other kinds of imaginary or exploring behavior that can lead to more positive interactions and learning.

Child guidance and discipline

We encourage children to learn to resolve conflicts creatively and peacefully and to display respect and compassion in their interaction with others. Staff members model appropriate ways of resolving conflict, and problem solving skills. We use positive reinforcement and redirection in providing guidance to the children. Appropriate limits for children in our care are set. These limits are established to protect the children from themselves and each other. Staff is responsible for making sure that the children understand the limits, the reason for them and the consequences that occur for violating a limit

Enrollment Policies

Admission to Childspace Too shall be made without regard to family structure, socioeconomic, race, color, religious creed, disability, ancestry, national origin, gender, or preferred language. Childspace Too values diversity and we will do our best to provide- appropriate services to children with special needs. The Director will be informed by the parent of any special needs a child might have at the time of enrollment. In an effort to provide quality services the family is asked to share any IFSP's or IEP's with the director so an appropriate plan for the child can be made. The IFSP or IEP will only be shared with staff who are directly involved in planning for that child.

Our Facility

Childspace Too is located in a renovated twin home owned by Childspace Management Group. The center is divided into three multi-age groups. An Infant class program for children from three months of age through approximately 15 months, a toddler class for children 15 months through three years of age, and a preschool class/head start class for children ages three to five. We have a lovely-enclosed backyard with a toddler climber, a jungle gym, sandboxes, a paved riding area with numerous riding toys, and a covered porch. We spend a great deal of time outdoors.

Licensing

The state of Pennsylvania Department of Public Welfare licenses Childspace Too. The center adheres to all the licensing regulations, and a copy of our Certificate of Compliance is posted in the main hallway. No weapons, firearms or ammunition are allowed in the center.

NAEYC Accreditation

In addition to the DPW license, we are accredited by NAEYC the National Academy of Early Childhood. Accreditation with NAEYC is a voluntary comprehensive process of self study and an invited external professional review to verify compliance with the Criteria for High quality Early Childhood Programs. Our NAEYC license is on display in the main hallway.

Keystone Stars

Keystone Stars is the State of Pennsylvania's way of evaluating centers for quality of care. Childspace Too is a Keystone Stars Level Four Center. Representatives from the Keystone Stars program come to Childspace Too yearly to assess the program for higher than the Department of Public Welfare standards. Look for our Keystone Stars Level Four Certificate located in the main hallway.

Our Staff

Childspace Too employs staff only after careful screening and background checks. Our head teachers are required to have degrees or certificates in Child Development, Education or a related field, however we do make an exception if the staff person has extensive experience and is presently completing his/her degree. We encourage all staff to further their studies. We employ part time as well as full time staff.

Curriculum

The creative curriculum is used as our curriculum framework to provide children with opportunities to grow and develop in the following areas; social emotional, cognitive, physical and language. Rooms are arranged in interest areas to enhance their learning. A daily schedule and daily routine provides the basic structure for each day. Classroom themes are incorporated in the curriculum to provide the children with opportunities to learn about the world in which they live. Classroom themes are selected and based on what the teachers know about the community, and the children's interest. Examples of themes that are used or have been used include: New beginnings, the seasons, our five senses, our families, the human body, transportation, animals, insects, and community helpers. The Childspace philosophy is that children learn by experience. We believe that children must first feel emotionally and physically secure to be able to explore and learn from their environment. We are concerned with all aspects of children's' growth: social, emotional, cognitive and physical. We plan our program at each developmental level to provide opportunities for children to try new things both individually and in-groups, make new friends and have fun. Activities are provided in the classrooms, outdoors, and on trips. Our toys are kept on open shelves for easy accessibility to children. In group activities, we recognize that each child is an individual and we encourage children to express themselves according to their own personalities through

art, music, circle time, body movement, games, imaginary play, block play, book time and cooking. We set limitations primarily with regard to the safety of all children. We try to teach children to respect each other's person as well as their feelings. We attempt to structure the classroom and activities in a way, which allows choice and flexibility within the security of a consistent schedule and pattern of expectations. We encourage parents to get involved in our program, make suggestions and ask questions. Recognizing that parents are the most important people in the child's world our curriculum encourages parent involvement in a number of ways. If you share a special interest in any of the themes or have items that would complement the themes, please be sure and share that information with your child's teacher. We would love to have you join the class as a guest teacher or welcome different items to enhance the theme. Parents are invited to share their talents and interests with the children and they are asked for their suggestions and ideas.

Assessments

Formal assessments are done three times a year November, February and May. We currently use OUNCE for infants and toddlers and Work Sampling for the Preschoolers for Assessment. They address the child's developmental progress, learning and skills in the following areas;

- Physical- fine and gross motor
- Knowledge and Skills-approaches to learning, math, science, social studies
- Social Emotional-personal social
- Communication, Language, and Literacy

The purpose of the center's assessment procedures is to document what the children do, and how they do it. Assessments make it possible to learn about each child, discover their interests, and identify their strengths and any areas of weakness. This information is used to make educational plans and curriculum plans which will further each child's growth and development.

Informal assessments are carried out on a continuous basis. Informal assessment tools include anecdotal observations, portfolios and behaviors logs.

Formal conferences are held two times a year, and parents/ guardians are given results of assessment tool at the time of conference. Although

conferences are held two times a year, parents/ guardians may request a conference at any time. Parents/guardians are given ideas and suggestions for helping their child at home and during conferences are asked for suggestions and ideas. When assessments indicate that a child may be having difficulty in one or more areas of development, teaching staff meet with the parents/guardians to discuss concerns and refer the parent to Child Link the agency which does formal developmental assessments as to ascertain what additional help the child might need.

Any parent/guardian who has questions or concerns about the assessment methods are free to speak to the teacher. The staff and the director will work with families to clarify any concerns, and make sure that families are comfortable with the assessment process.

All children enrolled into the program will have a 45 day screening using Ages and Stages completed by the staff with input from the families. It will be reviewed with Director and shared with parent. Parents who are unable to meet with their child's teacher to discuss the screening tool results must sign a form indicating receipt of written report. Teachers on a daily bases will observe and indicated when children are not meeting standard developmental milestones. Major concerns will be discussed with parents and necessary early intervention referral will follow.

Parents are asked to contribute their ideas and suggestion regarding individuals goals and to help devise solutions to any problems.

Confidentiality of Records

Children's records including assessment records confidential and are located in the director's office. Records are held in a locked office. The director, classroom teaching staff, regulatory and quality assurance agencies have access to the records. Parents must provide the required consent release document, before a child's information can be shared either verbally or written with any outside agency.

When Your Child Starts

Before your child begins a regular schedule, we ask families to plan a few introductory/play visits. The minimum requirement is for you and your child to spend 1 hour in the room. This enables parents and children to explore the classroom. During this time you have the opportunity to meet with the staff. Staff will explain Childspace Too philosophy, curriculum

objectives and educational goals and how families can help promote their child's learning.

Bringing Toys From Home

Children may bring toys as transitional objects from home. Please make sure that the toy or object is safe for your child and other children. Please print your child's name clearly on the object.

Communication

Each classroom posts important messages on their classroom door. Please check your child's can and cubbie daily for important information that we may need to send home. At the end of the day there is a "What we did today" note posted on the door to keep you informed about your child's day.

We post and send home monthly classroom calendars and center newsletters. We invite parents to talk with their children's teachers regularly and attend conferences twice a year. We will call you if there is something we feel you should know. Childspace Too understands and recognizes that families come from different cultural and linguistic backgrounds. In event that another language interpreter is required Childspace Too will contact the Lingual Institute to provide this service

It is important that we have on file your current mailing address and telephone number(s) as well as emergency phone numbers. Occasionally we might need to get in touch with you by phone or send correspondence in the mail.

You are welcome to call the center during the day to check on your child. The number to reach the center is 215-849-1660. We do ask you to be sensitive to other parents who might need to get through and not spend too much time on the line. For your convenience our e-mail address is Childspacegtown@aol.com. It is checked daily and e-mails are usually answered immediately. If you need to reach the reach the Accounting Office located in the Mt Airy center, the number is 215-248-3080 extension 4 or 5.

Dress

Please dress your child to play. We like to allow children to be involved in all kinds of activities. Sometimes this means clothes will get stained with paint, glue, food, or old fashioned mud. We do attempt to have children wear smocks, but there will still be occasions when accidents happen. If the

clothes children are wearing are not special, it makes it easier to deal with those situations.

Outside Weather Policy

We follow the Environmental Ratings Policy regarding taking children outside it is as follows:

In the winter children will go out unless the weather outside is 25 degrees or less with the wind chill. In the summer the children will go out unless the temperature is over 90 degree with the heat index or the air quality has been determined to be unhealthy.

Please dress your child in weather-appropriate inner and outer clothes. The following excerpt was taken from Promoting General Health of Children in Child Care:

"In fresh, outdoor air, children do not have to re-breathe the germs of the group...Taking the group outdoors daily, even in winter, is a healthy part of the schedule. Daily outdoor play gives children an opportunity for a change of scene, for gross motor activity, and for fresh air. Even children who are sick but active should go outside provided the weather is not severe."

When it is sunny, please make sure your child wears sun protective clothing and/or you provide the center with either sunscreen or sun block with UVB and UVA protection of SPF 15 or higher. In order to apply the sun screen, you need to have your written permission on file.

When public health authorities recommend use of insect repellents, please send in only repellents containing DEET. We can not apply insect repellent to children younger than two months. We can not apply the repellent more then one a day. Your written permission to apply the insect repellent to your child needs to be on file.

Holiday Celebrations

Childspace Too is not affiliated with any religious organization. We welcome children from any religious background. Our policy is to make sure all children feel included in all aspects of our program, and so teachers do not initiate or lead any religious celebrations. Rather we invite and encourage parents and children to share how their family celebrates holidays.

Health Policies *****

Childspace Too will call you in the event that your child becomes ill during the course of the day. Please do not send your child to Childspace if she or he is ill. Children cannot be accepted for care if they have fevers over 100.4 degrees, significant cold or flu, or suspected contagious conditions. Your child should be clear of any temperature for 24 hours before returning to Childspace unless the cause of the temperature has been determined and is not contagious (i.e. ear infections). Often a child will have a fever the day before they show signs of contagious disease. The 24-hour clear-of-fever rule is to protect your child and their classmates from unnecessary exposure to illness. **If over the course of the day, your child has three loose bowel movements, you will be informed and asked to take your child home.**

Children may come with colds but please make a judgment as to whether s/he is up to play. Our staff can give extra hugs to a child under the weather but we cannot give one-on-one care to a child who is very uncomfortable. You may be asked to submit a physician's note indicating that your child may return to the center when s/he has been out with any contagious condition.

Please call the center by 9:00 to inform the staff that your child will not be coming in.

Medication

We will administer non-prescription medicine if you have signed the medication form and submit written instructions from the doctor on how the medicine should be administered including dosage and time intervals. This includes diaper rash creams, they can be signed it to be used as needed. The medication must be **brought in it's original container**. If your child requires a **prescription medication it must also be brought in its original container with the instructions on the label**. **Whenever medicine is sent in you must send in your own medicine spoon or cup**. Make sure your child's name is clearly marked on the bottle, and log in directions for dosage and time in the medicine logbook located in your child's room. You must log in each day that your child requires medicine and sign your name to the log. We will only give your child medicine if it is logged on the medicine log sheet.

Health Appraisals

All children are required by state law to have current health appraisal form (which includes current immunizations) on file within six weeks of enrollment. Each time you take your child to the doctor for a well visit (check-up), please ask center staff for a health appraisal form. For children under two, new forms are needed at 2 months, 4 months, 6 months, 9 months, and 1 year, 15 months, 18 months and at 2 years and annually thereafter. Children who do not have current Health Appraisals on file may be dismissed from the center until a current one is obtained. We provide a Child Health Appraisal Form to be completed by the Doctor.

Transitioning children from one classroom to another

When a child is developmental ready to transfer to another classroom the child will spend a portion of several days in their new classroom environment before the transition day. Before the transfer parents are offered a meeting with teachers to provide information regarding their child's transfer to another classroom. Parents are notified in advance of their child transferring to another classroom. A 45 day observation is completed and shared with parents after each classroom transfer.

Transferring children's records to another educational Setting:

Children's records are available for transferring to another school upon the written request of a parent. All requests must be submitted two weeks before transferring.

Supplies

Please see related Classroom information sheet for the detailed materials that your child needs on hand. Childspace Too will supply the following:

- Breakfast, lunch and afternoon snack
- crib or sleeping mat
- toys, books, art and music equipment
- transportation to and from scheduled field trips

Food

We provide breakfast, lunch and snack. Parent of Infants you are required to provide bottles(no glass bottles, please). Parents are required to fill out the necessary application and provide documentation to meet the guidelines of the Food Program. Breakfast is served from 8:00-9:00am. If your child arrives after 9:00am he/she must come already fed. Lunch is 11:30-12:30 and afternoon snack is from 3:30-4:00.

If you decide to pack your child's food, please make sure all foods and beverages are labeled with his/her name, and the date that the food has been brought in. At Childspace Too, we are very concerned with choking hazards. Whole hot dogs, or hot dogs sliced into rounds, whole grapes, nuts, popcorn: raw peas, hard pretzels spoonfuls of peanut butter, chunks of raw carrots, or meat larger than can be swallowed whole are all choking hazards, and are not to be sent with children younger than four years of age. If you send fruit that your child likes peel or cut up (except for bananas) please do this prior to packing lunch.

Naps

All classes nap after lunch. We ask that you send in a sheet or a blanket. Childspace Too supplies each child with their individual rest mat or crib. If a child does not nap, they are allowed to look at a book or rest quietly.

Parents Participation

We schedule parent meetings and parent/teacher conferences throughout the year. The center has a Parent Advisory Board that meets throughout the year. Parents representative serve on the non-profit Board of Directors.

Parents are invited to accompany us on field trips and should always feel free to observe or interact with you child. Please let us know if you have a special interest or talent that you would like to share with the children and staff.

Field Trips

The toddler class and preschool class will go on various trips throughout the year. The staff will give you enough notice that if you would like to join them you may. Popular trips from the past have been the Zoo, the Soul Circus, performances at the Mann Theater, trip to see the holiday lightshow, etc. Transportation is provided by either the Childspace Bus using safety restraint devices in accordance with the manufactures instructions are used or public transportation. In order to insure the children's safety, a staff member will always have a cell phone, and a first aid kit will be taken on all trips.

Fees

The fees are per the current fee schedule which you received on your initial visit and which will be revised each year. Payments are due once a month (on the first) or twice a month (on the first and fifteenth). **Fees will be charged for the agreed number of days on the current agreement form, regardless of days your child may have missed due to illness, vacation, or other absence.** Additional fees will be billed for extra days and late pick-ups according to the terms in the Enrollment Agreement. All fees should be in the form of Money Orders or Checks. They may be deposited into the payment box located in the main hallway. If you need to make a cash payment it should be made directly to the Director or Assistant Director.

Withdrawals

You are required to give the center at least four weeks notice prior to withdrawing from the program. **Failure to give four weeks notice will result in forfeiture of the deposit that you paid at registration.** Notice should be given in writing. If all bills are current when the notice is received, the registration deposit will be returned or applied toward you last payment.

Drop Off

The center opens at 7:30 A.M. Please remember to sign your child in on the sign in sheet including a phone number where you can be reached. The sign-in-sheets are located on the radiator in the main hallway.

Children are to be dropped off in their classrooms. Please be sure to help them get off their coat, put it in their cubbie, wash their hands, and touch base with the staff before leaving.

If you want your child to have breakfast here they need to arrive no later than 9:00.

It is important that you develop a regular drop off time. It will help your child adjust better to being here. Just as important as a regular drop off time is having your child here by 10:30. Many of the classes leave the building to go the library or to take a walk and leave the building between 10:00 and 10:30. In addition we need to know how much food to prepare. So please have your child here by 10:30. If you will be late, please phone the center.

Pick up

The center closes at 6:00pm which means you should be here around 5:45 to allow time for you to pack up your child's belongings, talk to their teachers to see what kind of day they had and still leave the center by 6:00. If you arrive after 6:00 late fees will be charged as outlined in the parent agreement.

Accidents

Though we are very cautious, occasionally children do fall, or injure themselves in other ways. We will administer minor first aid such as washing the injury, putting on a band aid or ice. We will inform you of any such occurrences and an incident report is always filled out at the time of injury. It is imperative that your child's consent form is checked and signed if you would like us to provide emergency medical care.

Special Weekly Activities

Music with Andy. Andy is a professional musician, whose children attended Childspace Too. He performs professionally in the Philadelphia area. He comes every other week to the center, bringing his various musical instruments and leading the children in singing some great songs.

Library at Germantown Friends' Library The Munchkin room Toddlers and the Preschool class both walk to the Germantown Friends' Library once a week for story time with the Librarian.

CLASS INTRODUCTIONS

Munchkin Infant Room

The infant room is designed to be a comfortable space where infants can feel warm and secure and they can have room to explore and expand. The 1 staff to 4 children ratio is adhered to and may be 2 to 4 at high need times such as lunch or when new children enroll.

7:30-8:00	Drop off/Greetings/ Hand washing
8:00-8:30	Free Play
8:30-9:00	Hand washing/ Breakfast
9:00-9:45	Diaper change and free play
9:45 - 10:15	Circle Time
10:15-11:15	Free play inside, outside, on the porch or go for a walk
11:15-11:30	Diaper change/hand washing
11:30-12:00	Lunch
12:00-2:00	Children gradually go down for an afternoon nap depending on each child's individual sleeping habits.
2:30 - 3:30	Diaper change is done when the children wake up. This time varies depending on sleep times
2:30 - 3:30	Free Play inside, outside, or on the porch
3:30-3:45	Snack time is done gradually upon waking and diaper change
3:45 - 4:30	Clean up after snack
4:30 - 6:00	Diaper change/free play
6:00	Center is now closed

- ❖ We respect the individuality of each infant. Therefore this is only a tentative schedule to give you an idea of how the Infant room may go. We structure the day according to each infants' wants and needs by being sensitive to the cues each child gives us.
- ❖ Each child will be given a bottle, diapered as needed, and put down for naps according to his/her individual needs.
- ❖ During circle time we sing songs, and read stories. We also play with manipulative toys and simple Infant games. We also go outside when the weather is permitting.

Diaper log, nap and food eaten

All diaper changes, naps and food eaten are recorded on the big board in the Infant room. This is to inform you and a check for us to ensure that your child has been changed, fed and napped throughout the day. Feel free to look and see how many changes, wet and bowel movements your child has had during the day, to see what and when they ate, and to see when they napped and for how long.

Infant Rooms Daily News

We will send a Munchkin Infant room report to tell you how your child is adjusting to Childspace Too and if your child is in need of supplies .

Supplies Check List

- complete seasonally-appropriate change of clothing, **CLEARLY LABELED**, with your child's name.
- -Crib sheet only **CLEARLY LABELED**, with your child's name; (to be taken home weekly and laundered)
- bottles (no glass), **CLEARLY LABELED**, with your child's name; (to be brought in and taken home daily)
- bibs
- pacifiers/teething rings, etc.
- disposable diapers, All diapers should be **CLEARLY LABELED**, with your child's name. It is often easier to leave a large bag of diapers and the staff will let you know when you are running low.

Munchkin Toddler/Twos Room

The Toddler/Twos classroom is a creative environment where children who have newly learned skills of communication and coordination can express themselves at their own pace in a more independent way.

A Toddler/Twos Day

7:30 - 8:30	Drop off
8:30-9:00	Breakfast
9:00-9:30	Potty/Diaper changes
9:30-11:15	Circle time Stories, table activities Outside
11:15-11:30	Clean-up Diaper check Wash Hands
11:30-12:00	Lunch
12:00 -3:00	Nap/Rest time/Diaper Changes
3:00-3:30	Snack
3:30- 4:00	Clean-up
4:00-5:00	Outside
5:00 - 6:00	Diaper Changes Circle Time Stories, Table activities

The individual needs of the children however supersede the formal schedule. We recognize that children will have different interests and emotional needs on a daily basis. Diapers are, of course, changed as needed (though we have special check times)

Diaper Log

All diaper changes are logged in on the diaper chart near the changing table. This is to inform you and a check for us to ensure that your child has been changed. Feel free to look and see how many changes, wet and bowel movements your child has had during the day and to when they were changed last.

Toddler/Twos Rooms Daily News

We will send a Munchkin Toddler room report to tell you if your child is in need of supplies. A "What We Did Today" note will be posted on the door to tell you about your child's day.

Supplies Check List

----- complete seasonally-appropriate change of clothing, **CLEARLY LABELED**, with your child's name.

-----bedding, heavy blanket and lightweight blanket **CLEARLY LABELED**, with your child's name; (these must be taken home and laundered each week)

-----diapers, disposable All diapers, should be **CLEARLY LABELED**, with your child's name. It is often easier to leave a large bulk supply, and staff will let you know when you are running out.

Class Rules

- * We must be kind and gentle to our friends;
- * We must clean up after ourselves and take good care of our toys and books;
- * We must use quiet voices indoors, yelling is for outside;
- * A teacher must be with us at all times.

Learning to Use the Toilet Independently

Typically sometime between 2 and 3 your child will learn to use the toilet independently. The Toddler room staff will assist your child in his/her tackling this monumental task. Signs that your child is getting ready to learn this new skill are staying dry for long periods of time, telling you when they are wet or have done a bowel movement. A big thing for us is that they need to be able to verbally tell us that they need to use the bathroom. What word they use is not important, they can say they need to potty, use the bathroom, pee, etc. During the toilet learning period you will need to bring in multiple changes of clothing and expect that there will be days without accidents and days with lots of accidents. It is all part of the learning.

In a Two year old class survey the following information was found:

25% had **no interest** in using the potty; **40%** had **some interest** (would sit on the potty - rarely or never put anything in it); **25%** would use the potty some days and not at all on other days; **0%** would go **regularly** with some "accidents;" **10%** were **fully trained** (would ask to use the potty with occasional accident.)

We, as teachers, consistently discourage parents and ourselves from comparing children. We hope that this little survey will set you at ease concerning your child's potty progress.

Preschool

The preschool room is a multi age room with children from three to five years. The class is set up as an open classroom with interest centers which include: a block center, a dramatic play center, library, a puzzle and manipulative center, an art center, sand table, woodworking table and computer center. The center activities help the children use their imaginations, work on fine motor skills, learn to problem solve, and develop readiness skills in math and language. Circle time allows children to further develop their listening and verbal skills.

Head Start

Our Head Start children are integrated into the Preschool Class. Head Start hours are from 8:00AM-2:00PM. The Head Start program begins the day after Labor Day and runs until sometime in June depending on school closing. Head Start children are expected to arrive at 8:00. Parents are asked to volunteer either in the classroom, on trips or by helping out with projects that can be done at home. Home visits are conducted twice a year.

A Typical Preschool Day

7:30 - 8:00 A.M.	Drop off in Preschool Classroom
8:00- 9:00A.M.	Breakfast/journal writing
9:00-10:00A.M.	Opened Centers Activities include: Puzzles, art activities, games, Block building, dramatic play
10:00 - 10:30 A.M.	Circle time I- songs, learning activities
10:30-11:00A.M.	Circle time II- songs, learning activities
11:00-11:15A.M.	Bathroom
11:15 - 12:00 P.M.	Outside play
12:00-1:00PM	Lunch
1:00-3:00PM	Quiet time or nap time
3:00-3:15 P.M.	Bathroom/ Hand washing
3:13-3:45P.M.	Snack
3:45 - 4:45P.M.	Story time, centers
4:45-5:30P.M.	Outside play
5:30-6:00 P.M.	Small activities /clean-up

Supplies Check List

----- complete seasonally-appropriate change of clothing, **CLEARLY LABELED**, with your child's name.

-----bedding, heavy blanket and lightweight blanket **CLEARLY LABELED**, with your child's name; (these must be taken home and laundered each week)

-----Diapers if your child has not mastered using the toilet

Children may use the bathroom or be changed whenever needed; however, everyone is scheduled to use the bathroom or diaper check and change A.M., lunchtime, and P.M.

Using the Bathroom

Your preschooler does not need to be using the toilet independently to be in the preschool class. Each child has his/her own style of dealing with the challenges we present and his/her own readiness clock, learning to use the toilet independently is one of those challenges.

Helpful Hints

1. Mark your entire child's belongings, toys, clothing, underwear, lunches, etc.
2. Let us know of planned absences or schedule changes. Please call if you will be late picking up your child, and let us know if you are keeping your child home on a day they are scheduled to be with us.
3. Please check the Parent Message Board, and your child's cubbies for special messages.
4. Breakfast is served from 8:00-9:00 only. If your child arrives after 9:00 they will not be served breakfast.
5. Please have your Doctor fill out a Health Assessment any time you take your child to the Doctor for shots.
6. Any medicines must be logged in the medicine log. In addition, please tell a teacher. If possible, please give medicines before and after daycare hours.
7. We will go outside in most weather. Light drizzle and frosty temps won't keep us in. Please dress your child in weather appropriate inner and outwear.
8. Toys from home should stay at home. We provide enough toys for everyone.

