



TOO

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PARENT HANDBOOK

# **CHILDSPACE TOO DAY CARE CENTER**

**5517 Greene Street  
Philadelphia, PA 19144  
215-849-1660**

**[www.childspacedaycarecenters.org](http://www.childspacedaycarecenters.org)**

## **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.

Enclosed are the following materials:

- Childspace History and Goals
- Policies and Procedures
- Class Introductions

### **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 After-School program for 40 children in grade K-6th.

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" located at 4910 Wyalusing Ave in West Philadelphia.

In order to accommodate additional children, in August 2011, the Mt. Airy Center relocated in the New Covenant Campus 7500 Germantown Ave. The new site is a large 4 story building, Smith Hall. The center has expanded its capacity serving, Infants ages 4 months through 12 months, Young Toddlers ages 12 months through 2 years, Toddlers ages 2 through 3, Preschool ages 3 up to kindergarten as well as a Summer Camp and After School Programs serving ages Kindergarten

through 5th grade.

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.

## **ENROLLMENT POLICIES**

Admission to Childspace shall be made without regard to race, color, religious creed, disability, ancestry, national origin or sex. Childspace values diversity and we will do our best to provide appropriate services to children with special needs. The Director will be informed by parent of any special needs a child might have at the time of enrollment. In an effort to provide quality service 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. Childspace Too is an equal opportunity provider.

## **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 approximately 3 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 get deal of time outdoors.**

## **LICENSING**

The State of Pennsylvania Department of Human Services licenses Childspace Too. The center adheres to all the licensing regulations. A copy of our Certificate of Compliance is posted on the Parent Bulletin Board, and outside the Director's Office. Licensing regulations require that we report all suspected cases of child abuse to Child Line. Further weapons, firearms or ammunition are prohibited.

## **NAEYC ACCREDITATION**

In addition to the DPW license, Childspace Too is accredited by National Academy of Early Childhood (NAEYC). 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**

Childspace Too also participated in the Pennsylvania Keystone STARS program. This program helps us improve the care and education we provide to our children. For childcare programs, Keystone STARS builds on the health and safety requirements regulated by the Department of Human Services. As childcare programs increase their quality and meet higher STAR levels, they receive supports so that they can continue to move up the quality ladder. Childspace Too has achieved the highest STAR level – 4. Star certification is on display 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 in or certificates in Child Development, Education or a related field. 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 in related areas.

We employ part-time as well as full-time workers and we also have very dedicated volunteers. We do not count volunteers as staff when determining staff ratios.

## **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 development 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, in the gym 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 and introduce children to the diversity found in society. 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.

## **CONFIDENTIALITY OR RECORDS**

Children's records including assessments are located in the Directors office. Records are held in a locked office. The Director, administrative staff, 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.

## **CHILD GUIDANCE AND DISCIPLINE**

We encourage children to learn to resolve conflicts creatively and peacefully and to display respect and compassion in their interactions 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 responsibilities for making sure that the children understand the limits, the reason for them, and the consequences that occur for violating a limit. If children exhibit serious, challenging behavior which interferes with their ability to learn is harmful to the child, or other children or adults, or puts a child at high risk for later social problems, families will meet

with staff to develop and implement an individualized plan that supports the child's inclusion and success.

## **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, and materials are provided in these areas to allow children to explore their environment, and to enhance their learning. A daily schedule and daily routine provide the basic structure for each day. Classroom themes are incorporated into 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 (learning about our classroom, ourselves, and the other children in the classroom); The 4 seasons (Fall, Winter, Spring, Summer); Our Five senses; Our Families; the Human body; Transportation; Animals; Insects; and Community Helpers. Recognizing that parents are the most important people in the child's world, our curriculum encourages parent involvement in a number of ways.

## **DEVELOPMENTAL SCREENINGS & ASSESSMENTS**

**Formal assessments are done three times a year, November, February and May. The assessment tools that we use are OUNCE for Infants and Toddlers and Work Sampling for Preschoolers. These assessment tools determine the developmental progress and learning skills in the following areas:**

- Knowledge and Skills approaches to learning, math, science, social studies
- Social and Emotional development.
- Communication, Language and Literacy

The purpose of the center's assessment's 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 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 behavior logs.

Formal conferences are held twice a year, and parents/guardians are

given this assessment tool at the time of the conference. Observation for these tools is ongoing and is carried out on a continuous basis. Children's assessment records are confidential and kept in the administrative office. Staff who directly work with the children the administrative staff, and regulatory inspectors from the Department of Human Services (our licensing agency) have access to these records. Since our Head Start Program partners with the School District of Philadelphia, school district employees have access to the files of the children in our head start classroom.

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

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

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 families are comfortable with the assessment process.

## **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 will 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. We invite parents to talk with teachers regularly.

## **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.

## **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.

## **COMMUNICATION**

Each classroom posts important messages on their classroom door. Please check you child's communication can on top of the cubbies as well as inside the cubby 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 a monthly classroom calendar as well as a center newsletter. 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 the 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 may need to get in touch with you by phone or send correspondence in the mail. You are welcome to call the center any time 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. You can also reach out via email our address is [Childspacegtown@aol.com](mailto:Childspacegtown@aol.com). This email box is monitored daily. You should receive a response within the day. If you have any questions regarding your tuition bill, please call our bookkeeper at (215) 248-3080 ext. 4.

## **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 Rating Policy regarding taking children outside. The policy states as follows:

In 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 degrees or when 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 wear sun protective clothing; and/or you provide the center with either sun screen or sun block with UVB and UVA protection of SPF 15 or higher. In order to apply the sun screen, remember to sign the medicine log in your child's room, since we need your written permission.

When public health authorities recommend use of insect repellents, please send in only repellents containing DEET. We cannot apply insect repellent to children younger than two (2) months old. We cannot apply the repellent more than once a day. Again, we need your written permission on the medicine log to apply the repellent.

## **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 therefore teachers do not initiate or lead any religious celebrations. Rather we invite and encourage children to share how their family celebrates holidays

## **HEALTH POLICIES**

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 fever will go away and then ...the spots will appear. The 24-hour clear-of-fever rule is to protect your child and their classmate from unnecessary exposure to illness. Childspace Too will call you in the event that your child becomes ill during the course of the day (fever of 100.4 or greater, three loose bowel movements, vomiting or unusually lethargic).

Children may come with mild cold symptoms but please make a judgment as to whether he/she 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. If staff determine that your child can not keep up with the rest of the class or needs one on one attention, you will be asked to pick him/her up. You may be asked to submit a physician's note indicating that your child may return to the center when he/she has been out with any contagious condition.

Please call the center by 9:00 am to inform the staff that your child is ill and will not be attending

## **MEDICATION**

We will administer non-prescription medicine if you have signed the medication form and submitted written instructions from the doctor on how the medicine should be administered including dosage and time intervals. This includes diaper rash creams, the form to administer this type of medicine can be signed to be administered as needed. If your child is on medication at any time during the year, you must complete consent forms in order for staff to administer medication. The medication must be brought in its original container. If your child requires a prescription medication it must also be brought in its original container. Whenever medicine is sent in, the family must send it with their 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 forms (which includes current immunizations) on file. Each time you take our child to the doctors for a well visit (check-up), please ask the center staff for a health appraisal form, which can also be accessed via our website, [Childspacedaycarecenters.org](http://Childspacedaycarecenters.org) under the enrollment packet. For children under two, new forms are required at 2 months, 4 months, 6 months, 9 months, 1 year, 15 months, 18 months and at 2 years. After 2 years old a health assessment is required annually. Children who do not have a current health appraisal on file may be dismissed from the center until a current one is obtained. We provide the Child Health Appraisal Form, which needs to be completed by your doctor and submitted to us. This form must be submitted no later than 30 days after your child has started the program.

## **TRANSITIONING CHILDREN FROM ONE CLASS TO ANOTHER**

When a child is developmentally 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 the teachers to provide information regarding this transfer. Parents are notified in advance of their child transferring to another classroom. A 45-day observation assessment is completed and shared with parents after each classroom transfer.

## **TRANSFERRING CHILDREN'S RECORDS TO ANOTHER EDUCATION SETTING**

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

## **SUPPLIES**

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

Breakfast, lunch and snack  
Crib or sleeping mat  
Toys

Books  
Art equipment  
Music equipment  
Transportation to and from scheduled field trips

## **FOOD**

Childspace Too provides breakfast, lunch and an afternoon snack through an agreement with the Archdiocese of Philadelphia. There is no cost to parents. However, families are required to complete a food program form in order to participate. Parents of Infants are required to provide bottles (no glass, please). Breakfast is served from 8:00-9:00 am. If your child arrives after 9:00 am he/she must come already fed. Lunch is served from 11:30 – 12:30 pm and Afternoon snack is served from 3:30-4:00 pm.

If you decide to pack your child's food, please make sure all foods and beverages are labelled 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 dog sliced into rounds, whole grapes, nuts, popcorn, raw peas, hard pretzels, spoonful 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 old. If you send fruit that your child likes, please peel or cut up (except for bananas) please do this prior to packing the 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.

## **FAMILY PARTICIPATION**

We schedule parent meetings and parent/teacher conferences throughout the year. Our Head Start families have two home visits during the course of the year. Parent representatives serve on the Non-Profit Board of Directors. Parents are also invited to accompany us on field trips and should always feel free to observe or interact with your child. Please let us know if you have a special interest or talent that you would like to share with the children and staff.

Head Start families are required to volunteer monthly.

## **FIELD TRIPS**

The classroom staff plans field trips. Some popular trips from the past have been the Philadelphia Zoo, the Soul Circus, performances at the Mann Theater, trip to see the holiday lightshow, etc. Families will always be

notified in advance as to when a field trip will take place. Families are invited to join their children on a class trip. Transportation is provided by the Childspace bus or by a licensed bus company. Safety restraints are used in accordance with the manufacturer's instructions. In order to insure the children's safety, a staff member will always have a cell phone, and a first aid kit is taken on all trips. Families will be notified if there is a problem with the transportation vehicle and alternate transportation arrangements need to be made or if the trip will be rescheduled.

## **FEES**

Childspace Too accepts private pay and subsidy families. The fees are per the current fee schedule which you received on your initial visit. This fee schedule will be revised each year, standardly in the past the rates increase between 2-4%. For private pay family, payments are due once a month on the 1<sup>st</sup> of each month, or twice a month due on the 1<sup>st</sup> and 15<sup>th</sup>. If enrolled with ELRC or Extended Head Start fees are due weekly on Monday. For subsidy families Co-pays are due based on the enrollment agreement, usually weekly or bi-weekly. We must report non-payment of co-pays to the Early Learning Resource Center (ELRC) if not paid by the agreed date. Payment can be made to the Director.

Additional fees will be assessed for late pick-ups according to the terms in the Enrollment Agreement. Activity fees will be charged for special activities such as trips, programs, or special lunches. Your child's teacher will notify you when an activity fee is necessary. Payments can be made in the Childspace Too office. Electronic payments can be made via Venmo cash app. Childspace account is Childspacecenters3. Please indicate the center and the child's name when making these payments. A payment drop box is located at the entrance of the building, please do not put cash payments in this box or in the classrooms.

## **WITHDRAWALS**

You are asked 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 your last payment. If you receive ELRC subsidy, you are required to be current on your co-pays before you can transfer your child to another center.

## **CLASS INTRODUCTIONS**

### **DUCKLINGS (Infants & Toddlers)**

The Ducklings classroom is designed to be a comfortable space where infants can feel warm and secure and where they have room to explore and expand. Although we have a schedule listed below, the individual needs of the children supersede the formal schedule. We recognize that children will have different interests and emotional needs on a daily basis. Diapers are changed as needed. However, they are check every 2 hours.

7:30-9:10	Arrival, Hand Washing, Breakfast, Diapering
9:10-9:40	Storybook Reading, Activities, Morning Nap
9:40-10:00	Diapering, Activities, Morning Nap
10:00-10:45	Outdoor Activities, Neighborhood Walk
10:45-11:00	Hand Washing, Diapering
11:00-11:30	Activities, Music
11:30-12:00	Hand Washing, Lunch
12:00-3:00	Diapering, Nap, Activities
3:00-3:30	Diapering, Snack
3:30-3:45	Outdoor Activities
3:45-6:00	Hand Washing, Diapering, Activities, Departure

## **CLASS PROCEDURES**

### **I. Supplies Check List**

\_\_\_\_ Complete seasonally appropriate change of clothing, **CLEARLY LABELED** with your child's name.

\_\_\_\_ Mittens and hats or hoods in cold weather, **CLEARLY LABELED** with your child's name.

\_\_\_\_ Bedding, heavy blanket and lightweight blanket are placed inside an old pillowcase. The pillowcase should be **CLEARLY LABELED** with your child's name; (these must be taken home and laundered each week)

\_\_\_\_ Juice cup, bottles (no glass), **CLEARLY LABELED** with your child's name; (to be brought in and taken home daily). Ask the classroom teacher about our breast milk policy and procedure for proper handling.

\_\_\_\_ Diapers, disposable or cloth. Please note that if you use cloth diapers, for sanitary reason, we will not rinse them. We will place them in a plastic bag to be taken home. All diapers, disposable or cloth should be **CLEARLY LABELED**, with your child's name. For disposable diapers it is easier to leave a large bulk supply, and staff will let you know when you are running out.

## **II. Arrival**

The center opens at 7:30AM. When you come in the morning, please sign in on the classroom sign-in-sheets. Breakfast is served from 8:00 a.m. to 9:00 a.m. Breakfast must be cleaned up at 9:10 a.m. However, we will feed children according to their schedule.

## **III. Diaper Log**

All diaper changes are logged in on the diaper chart. This is a check for us to ensure that your child has been changed throughout the day. It will also be logged on your child's daily activity sheet.

## **IV. Nap Log**

We log in the time your child goes down for a nap and the time s/he wakes up. Generally, children nap according to their own schedule.

## **V. Activity Notes**

We will write notes as often as time permits to let you know about your child's time with us. Sometime these will be individual notes to parents and sometimes they will be general classroom activity reports.

## **VI. Accidents**

Though we are very cautious, occasionally children do fall or injure themselves in a variety of other ways. We will tell 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 so we can seek emergency medical care if necessary.

## **TEDDY BEARS (Toddler 18 months-36 months)**

**The toddler room is designed to be a comfortable space where toddlers can have room to explore and expand. The class day is flexibly structured as follows:**

**7:30-9:10**

**Arrival/Breakfast/Free Play**

<b>9:10-11:45</b>	<b>Diaper Change/Potty Snack Circle Time</b> Stories, Table Activities Outside Play
11:45-12:00	Clean-up Diaper Change/Potty
12:00-12:30	Lunch
12:30-2:30	Nap/Rest
2:30-3:00	Quiet Activities
3:00-4:00	Free Play Diaper Change/Potty Snack
4:00-5:00	Clean-up Outside Play
5:00-6:00	Diaper Change/Potty Circle Time Stories, Table Activities Preparing for Departure

## **CLASS PROCEDURES**

### **I. Personal Items Each Child Must Have**

- \_\_\_\_\_ One (1) crib sheet, lightweight blanket or sleeping bag
- \_\_\_\_\_ One (1) blanket
- \_\_\_\_\_ One (1) pillow case for storage
- \_\_\_\_\_ At least 1 full change of clothing including socks
- \_\_\_\_\_ Daily supply of diapers and/or pull-ups

### **II. Arrival**

**Please remember to sign in on our room sign-in sheets. Wash your child's hands when entering the classroom.**

### **III. Potty**



Toddlers are not expected to be potty trained. The classroom is equipped with child size toilets. If a child expresses interest in sitting on one, the teacher will allow the child to sit. However there is no formal procedure that teachers follow regarding potty training. Children determine when they are “ready” to use the toilet. Teachers will follow the child’s lead.

#### **IV. 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.

#### **BUMBLE BEES (Head Start 1)**

The Bumble Bees Headstart classroom is a creative environment where children who have newly learned communication and coordination skills can express themselves at their own pace. A typical day is:

7:30-9:30	Arrival/Breakfast and Free Play
9:15-9:45	Circle Time
9:45-11:30	Free Play
11:30-12:00	Outdoor Gross Motor
12:00-12:30	Lunch/Clean-up
12:30-1:00	Toileting/Quiet Reading
1:00-3:00	Rest Time
3:00-3:15	Toileting/Prep for Snack
3:15-3:45	Snack/Clean-up
3:45-4:15	Outdoor/Gross Motor Play
4:15-5:15	Small Group Activities/Toileting

5:15-6:00

Free Play/Prep for Departure

## **Class Procedures**

### **I. Personal Items Each Child Must Have**

- \_\_\_\_\_ One (1) crib sheet, lightweight blanket or sleeping bag
- \_\_\_\_\_ One (1) blanket
- \_\_\_\_\_ One (1) pillow case for storage
- \_\_\_\_\_ At least 1 full change of clothing including socks
- \_\_\_\_\_ Daily supply of diapers and/or pull-ups

### **II. Potty**

Your three-year-old does not need to be potty trained to be in the Bumble Bee class. Each child has his/her own style of dealing with challenges and his/her own readiness clock. Learning to potty is one of those challenges. In a survey conducted in November 1991, we found the following: Twenty-five percent (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 day; 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.

### **BUTTERFLIES (Head Start 2)**

The preschool room is set up as an open classroom with activity centers which include; a block center, a dramatic play center, reading centers, a puzzle and manipulative center, an art center, a science center, and a listening 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. A typical day is:

- 7:30-9:30                      Arrival/Breakfast and Free Play
- 9:15-9:45                      Circle Time
- 9:45-11:30                      Free Play

11:30-12:00	Outdoor Gross Motor
12:00-12:30	Lunch/Clean-up
12:30-1:00	Toileting/Quiet Reading
1:00-3:00	Rest Time
3:00-3:15	Toileting/Prep for Snack
3:15-3:45	Snack/Clean-up
3:45-4:15	Outdoor/Gross Motor Play
4:15-5:15	Small Group Activities/Toileting
5:15-6:00	Free Play/Prep for Departure

## **Class Procedures**

### **I. Supply Check List**

\_\_\_\_ Sleeping bag or sheet and blanket with a pillowcase in which bedding can be stored.

\_\_\_\_ At least one full change of clothing (socks, underwear, weather appropriate clothing).

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

## **Helpful Hints**

1. Mark all of your child's belongings, toys, clothing, underwear, 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.