

WELCOME TO CLASS #2

Hello,

My name is Miss Millie and I am the teacher of Class #2. Here is some information that will help you. Please take the time to read over this material carefully.

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CLASSROOM POLICIES:

It is my goal to offer your child the opportunity to develop to their fullest potential. I have carefully prepared the proper environment, schedule, and support staff to facilitate my goal. However, I also need your support and commitment to make this a success.

- You must sign your child in and out each day.
- Your child must have 8-10 hours of sleep each night.
- Please screen your child each morning and evening during bath time to make sure he is well and has no signs of illness (refer to the Health Policies included in the book).
- Your child must have age appropriate listening and social skills. If there are events in which your child's behavior is outside the scope of my standards you will need to pick him up within 30 minutes of my phone call to you. Physical violence of any kind is not accepted. Please speak with me directly if you have questions regarding this issue.
- Class starts promptly at 9:00 a.m. If you arrive late you must ring the class doorbell and wait for a teacher to escort your child to class. If your child needs extra time in the morning please arrive earlier so I can help your child transition. Please see me right away if you or your child is experiencing any anxieties adjusting to my class.
- **Do not bring your child after 10:30.** The program should not be thought of as a "daycare" program. If you cannot be here within the first 1.5 hour of class time it is better to be absent then disrupt the class by your late arrival.

HEALTH POLICIES:

- I measure the child's state of health by observing his energy level, appetite, mood, behavior, and skin color.
- Children who appear unwell will be excluded from school. If I send your child home he may not return to school unless he is symptom free or has a doctor's note.
- If your child has allergies and he displays mock symptoms of communicable disease you must provide a doctor's note to this effect. Also, please manage this condition by being proactive. There are many products you can use to help your child through these times.
- Even if your doctor states he is not contagious to others the final decision is up to me to decide whether your child is well enough to participate in the daily schedule.
- **WE MUST HAVE A WAY TO CONTACT YOU AT ALL TIMES.** Also, you must arrive at school within ½ hour of notification.
- Please refer to the health policies available on the web site for details.

“Health Policy”

Dear parents,

Communicable diseases spread easily in child care settings. Children are more at risk of spreading or contracting a disease than adults because they are constantly hugging, touching, exchanging clothing as well as toys, and are generally unaware of basic sanitary precautions. In order to keep from passing the infection around, your child will not be permitted to enter school if he displays any of the signs outlined in our Communicable Disease Reference Chart (please see attached). If your child displays signs of infection throughout the day, you will be phoned to come get him/her within one half-hour. A doctor's note will be NECESSARY for re-entry and the doctor's note must state your child is “NOT CONTAGIOUS”. Over the counter cold relief medication will NOT BE ACCEPTED as a substitute for prescribed medication. Also, if you are signing in Tylenol, Advil, or aspirin to reduce a fever, your child should not be in school. It is advisable for parents to take precautionary methods by pre-screening children before they arrive at school. Have a back-up plan for someone else to pick up your child and care for him/her if you are at work or unavailable. Your cooperation is appreciated and necessary in keeping our kids healthy. This policy will be enforced on a daily basis without exception.

Good health is an important component for success in school. When students come to school, they should feel well enough to participate in their classroom program. If your child has any of the following symptoms, he/she should not be at school.

- **Fever** - Your child must be free of fever for **24 hours** before returning to school. (Normal body temperature is 98.6)
- **Nasal congestion or runny nose** (not associated with allergies)-**Please remember that green or yellow nasal discharge is not normal, indicates infection, and your child should not be in school.**

- Vomiting or diarrhea (symptom free for 24 hours before returning to school)
- Cold, sore throat or persistent cough
- Any open sores or open wounds
- Any undiagnosed rashes
- Red or swollen eyes
- Earache

CLASS #2 SCHEDULE:

7:00-9:00 MORNING CARE ACTIVITIES.

9:00 CLASS BEGINS. Please be on time. If you are late do not enter the class, kindly ring the doorbell and wait for a teacher to escort your child to class.

9:00-9:30 Greeting activity with the group. Also, the teacher will demonstrate materials or social skill lessons at this time.

9:30-10:30 Independent choice. The children will choose activities they are interested in while Miss Teresa conducts small lessons rotating groups. Also, art activities are ongoing under the supervision of an assistant.

10:00-10:30 Snack/Play time. The children eat a snack that you provide. Snack should consist of two foods from two of the major food groups. The children play when they are done with snack.

10:30 Wash and story time.

10:40-11:30 Work session II. This routine is the same as work session I.

11:30 Lunch. Children eat lunch picnic style on the patio. They bring their own lunch except on Fridays you can purchase a pizza lunch for \$5.00.

12:00 Dismissal/Session III/Nap time.

Nap time is optional. If your child is half day you can pick him up in the office. If your child is full time, and he does not nap, he will work with activities and the teacher for the afternoon.

2:00 Rest time is over and the children get up from their nap and have circle time. An activity is chosen to suit the needs of the children at this time.

2:30 Afternoon Snack. The children eat snack from their lunchboxes. Class is over and the day care schedule begins.

2:45-4:00 Indoor/outdoor group activities.

4:00-5:30 Indoor activities.

5:30-6:00 G-Rated movie. Occasionally we offer the children a small snack at this time.

Of course each day can be different, this is a general schedule.



WHAT YOUR CHILD NEEDS:



Each child needs two photos.

- A COMPLETE SET OF CLOTHES STORED IN A LARGE ZIP-LOC BAG. LABEL EACH ITEM IN THE BAG. One pair of shoes.
- CRIB SIZED FITTED SHEET AND BLANKET (unless half day). **NAP MATS ARE 23 ½" X 58"**. YOUR SHEETS MUST FIT. NO PILLOWS. ALL ITEMS MUST FIT INTO THE CUBBY.
- 5 BOXES OF WIPES.
- 2 large packs of paper table napkins.
- 1 box of plastic spoons (24 count).
- 2 containers of Lysol disinfectant wipes.

Do not bring.....

- Sippy cups
- Toys- **except on Friday for "share day"**.
- Backpacks
- Bottles
- Metal utensils
- Car seats label it & store it in the hall bathroom.

LABEL EVERYTHING!

WHAT TO PACK FOR LUNCH:



Does nutrition affect my child at school?

Yes, Proper nutrition has a direct impact on your child's school experience. Excessive Sugar can alter a child's mood and empty calories leave your child without the proper fuel needed for the day. Also, your child must have a minimum of 8-10 hours of sleep. If proper nutrition and rest habits are not followed, you may be putting your child's health at risk as they can be more susceptible to colds.

How much should I pack?

Your child's stomach is only the size of his fist. Also, you must consider how long they will be at school and the fact that he will get a morning snack from me.

1. Provide small portions
2. Provide a variety of food choices.
3. Include healthy foods. Avoid junk food such as chips, fruit rolls, and gummy snacks. Instead, pack crackers, fresh fruit, whole grains, vegetables and cheese.
4. Provide 2 boxed drinks "jr." size. These drinks should be milk, water, or 100 % fruit juice (limit to one juice box) did you know that chocolate milk contains as much sugar as soda? Make your own by adding 1 tablespoon of Ovaltine to a serving of low fat milk and your child will never know the difference.
5. Include **one** small dessert.

Do not bring:

- Glass or metal.
- Expensive food containers: sometimes the children throw them away. Purchase inexpensive food storage containers like "glad" offers.
- Nuts. Many children are allergic.
- Bottles or sippy cups.
- Candy of any kind!
- Pre-packaged lunchables: **Don't send Lunchables.** Lunchables that come with a treat and a drink get two-thirds

of their calories from fat and sugar. Making your own healthy alternative is as easy as packing low-fat crackers, low-fat lunch meat, a piece of fruit and a box of 100% juice in your child's lunch box. Also, you are avoiding a lot of unhealthy preservatives.

Notes:

Label everything.

We do not heat or refrigerate lunches. All lunches are eaten picnic style outside or in the classroom depending on the weather.

We will encourage your child to eat but we will not force him or withhold play time.

All un-eaten foods will be put back in the lunchbox for you to determine what was eaten.

Finally, Read food labels and notice the amounts of sugar, saturated/trans fats, and preservatives in the foods you give your child.

References:

- o kidshealth.org/parent/nutrition_fit
- o www.ncagr.com/cyber/kidswrld/plant
- o www.ext.nodak.edu/food/kidsnutrition/kids-2.htm
- o www.kidsdomain.com
- o www.kids.net.au/kidscategories/Kids_and_Teens/Health/Nutrition
- o kidnetic.com

COMMUNICATION:

Communication is very important. I post a monthly newsletter on the web site and send e-mails. Please be sure to visit the web site and read your e-mail thoroughly. During the summer months you will receive a "fun book" that outlines all of the activities so you will not get a monthly newsletter until Sept. Information is also posted in the classroom.

My hours are from 8:00 a.m. to 4:30 p.m. During the hours of 9:00-12:30 I am very busy with the children. If your child has just started please be sure and arrive between 8:00 and 8:45 so I can greet him during his first days. Also, you can call me from 12:3 to 4:00 or speak with me after class for any reason.

During the first two weeks of school I will be evaluating your child while making him feel comfortable. I won't have a lot of information

for you until this period has ended. After two weeks I will speak to you and share information about your child's experience with you. Please be patient. Rest assured, I will seek you out earlier if the need arises.

The children might have "take-home" items such as art and paper work on their desks each day. Please look for such items and feel free to take them home every day.

Participate! Please participate in any school activity that you are asked to. It is a nice way to show your school spirit.

Thank you for allowing me the opportunity to work with your child.

Sincerely,

Miss Millie