

Welcome to the Lollipop Room!

Email: lollipopsNBCC@gmail.com

Teachers

Laura 7:00 – 3:00 *Co-Lead Teacher*

Ashley 8:30 – 5:00 *Co-Lead Teacher*

General Information

We can guarantee that your child will have great time learning through play, exploration and experimentation in the Lollipop Room. Mistakes and messes make these experiences more rich and educational. Please send your child in loose, comfortable play clothes. This promotes their independence and sets them up for success in any given situation that may arise.

Your child will need the following items **labeled with their name or initials:**

- o Spare change of weather-appropriate clothing
 - ♣ (at least 2 pairs of pants / 2 pairs of underwear)
- o A blanket
- o A small size pillow with a pillow case
- o One sleep toy (Please make sure it is a toy they are comfortable leaving at school from Monday through Friday)
- o Framed family photo (5x7)
- o A 1.5" three ring binder for their portfolio
- o A pack of paper for artwork and drawing

For winter:

- o Snow Pants
- o Snow Boots
- o Warm Coat
- o Water-Resistant Mittens
- o Hat that covers ears

For summer:

- o A swimsuit
- o A towel
- o A pair of water shoes
- o A water bottle
- o Sunscreen with a medical release form (ask a teacher or the office for a form)

We will use these items on our water days, during which time we use the water tables and sometimes sprinkler on the playground.

**Each Lollipop will be provided with a reusable bag. The bag is used for storing and

transporting nap items on Monday's and Friday's. You can take this bag home on Fridays when you take your child's nap items home to wash them. Please RETURN the bag on Monday with nap items in it.

Daily Schedule

6:30-7:00	Drop off your child in the Butterfly room (Room 217)
7:00	Lollipop room opens
7:00 - 7:30	Table Top Choices
7:30 - 8:30	Serve breakfast and continue table top choices
8:30 - 9:30	Continue free choice activities and potty turns
10:00 - 11:00	Playground
11:00 - 11:30	Wash hands / large group meeting
11:45 - 12:15	Serve lunch
12:15 - 12:30	Potty turns
12:30 - 12:45	Cot jobs, brush teeth and quiet reading on cots
12:45 - 3:00	Naptime
2:15 - 3:00	Offer books and journal to children that are awake
3:00 - 3:20	Put cot items away/ potty turns
3:10 - 3:45	Serve snack and finish potty turns
4:00 - 4:45	Playground
5:00 – 5:30	Table Top Choices
5:30 – 5:45	Book and Journal / Music and Movement
6:00	NBCC closes

During bad weather, the Lollipops will go to the rumpus room, the undercroft or room 300. Please stop at the office to ask where we are.

*Outside time / inside times change quarterly, we will always have our schedule outside of our classroom to view, the schedule above reflects our times for Winter 2016.

Policies and Procedures

Assessments and Conferences:

We follow a center-wide procedure. We complete a standardized assessment with each child based on age and offer conferences to parents every six months (around October and April).

Bag System:

We will provide a reusable bag will make it so the children can have a place for their cot

items. The children will put used cot items in their bags on Friday afternoons. Please take their bag home, clean it out, and return it with clean cot items on Monday mornings. The goal of this procedure is to promote self-help skills, independence and community organization. During the week, we will keep these bags in our storage closet to help keep our hallway clean and orderly.

Birthdays:

We love to celebrate birthdays! If your family decides that you'd like to celebrate with the Lollipops, NBCC asks that family supplies a *healthy store bought* (whole fruits or ingredients must be displayed on packaging) *treat* (usually fruit or yogurt) for all of the children and/or a book donation to the classroom. The teachers will facilitate a group to sing a Happy Birthday song and open the classroom gift. Healthy treats will be served with lunch or afternoon snack.

Breakfast:

Morning snack is provided in between 7:30 to 8:30. Children are welcome to bring their own snack from home. If you arrive after 8:30, PLEASE make sure your child has eaten. The snack table will be used for free-choice play or be cleaned up to go outside soon. Please remember that we are a **NUT FREE CENTER**. Please wash your child's hands and face after eating nut products before entering the center.

Guidance & Discipline:

Please refer to the guidance and discipline section in the NBCC parent handbook to insure consistency between home and school. We strive to provide immediate, natural and logical consequences. We use redirection when necessary. We do not believe in time out.

Home Toys:

Every Monday, we will have a "Theme" for the home toys. For example, we may have a "Home Book Day" or a "Home Instrument Day". This theme changes weekly based upon the interest of the children. We will post a sign outside our classroom on Friday's letting parents know what the following home toy day will be, as well as mentioning it in our weekly email. On occasion, we will have a special "Home Toy Day" where the children are invited to bring in a toy of their choice. On those days, we ask that you refrain from sending in toys with many small parts, as these are easier to swallow for younger children and are easier to lose. Please **label** all home toy items.

Non-Nappers:

Non-Nappers is a program for children 4 and over who have outgrown their nap. Resting is a requirement for all children. If your child is a non-napper, he/she will rest quietly on his/her cot from 12:45-2 PM and then go to another room to do quiet activities from 2-3 PM. Children who fall asleep will not be awakened to go to non-nappers and will be allowed to

sleep until 3 PM.

Illness & Medication:

Please review the illness and medication policies provided in the NBCC parent handbook. These policies are enforced center-wide to ensure the health and safety of your child.

Language:

Please check the NBCC parent handbook for helpful examples of the language we use.

- One important example is that *we do not apologize*. Many children between ages 3-5 do not understand the concept of a genuine apology. Instead we “check on our friends,” so the child takes responsibility for their actions and the other child has the opportunity to express themselves.

Late Pick Up Policy:

Please review the late pick up policy in the NBCC parent handbook. This policy is enforced center-wide. The closing teacher will begin closing the room at 5:50 PM and their shift ends at 6:00 PM. Please allow yourself time to pick up your child and leave the center by 6:00 PM.

Parent Board:

The parent board is located outside our classroom. Please check the board regularly for our schedule, important information, event sign-ups, weekly curriculum, our menu and wish list.

Parent Mailboxes:

The parent mailboxes are located above the children's coat hooks. Please check these regularly for center information, artwork, and more.

Daily Sheets:

Also in the parent mailboxes there will be daily sheets that talk about your child's day. We fill these out on Tuesday, Wednesday and Friday. There are days when we have meetings during the time we write in these and will not be able to fill out daily sheets. Also for two or three weeks in October and April we will not be able to write in them. This is to give us time to prepare for conferences and when they are taking place. If you have specific questions during these times about your child's day you may ask us individually.

Shutterfly Share Site:

We will invite you to this site after receiving your email! We use this to share more of the classroom experience with Lollipop parents through photos and articles and a copy of this welcome packet. We also share important information & use the calendar to share

upcoming events.

- Visit our Shutterfly site at: <http://nbcclollipoproom.shutterfly.com>

Dry Erase Boards:

Please check these daily. They provide a brief summary of what the Lollipops do in the classroom each day and naptimes. They are located on the wall next to the door.

Helpful Tips

- o Labeling your Lollipop's personal items will help them keep track of their own belongings and promote independence.
- o Routine is very important to children and a key factor to their success in this classroom. Please keep this in mind when establishing drop-off and pick-up routines.
- o Allowing children extra time to do things independently offers them an opportunity to be successful and feel confident.
- o Also, providing clothing (ex: loose) and footwear (ex: slip-on or velcro) that children offer opportunities for claiming independence and celebrating success.
- o Consistency in messages and consequences between home and school provide stability and comfort for children.

Separation and Drop Off

Separation can be a tricky time for children and parents. The best and easiest way to handle this situation is to establish a routine. Try to drop them off and say goodbye in the same way every day. For example: engage in an activity together and then give them a kiss or hug goodbye. This will provide predictability to your child and make it easier for him/her to say goodbye. Remember that every child and parent is different, so it may take some time to find the routine that is best for you and your child.

Here are some more tips on separation that we have found to be successful in the past:

-Do what you say. If you tell your child you will stay for five minutes, then stay for five minutes. If you tell them you are leaving right now, than do just that. Allowing them to negotiate this with you will give them the incorrect idea that you will be staying with them all day.

-If your child seems to have a particularly difficult time separating, try to make your drop offs as brief as possible. Again, by staying for a long time, your child can easily get the idea that you will not be leaving.

-Avoid dropping off during transitioning to other parts of the day. We have seen that is often much harder for the child to say goodbye when the group is moving to a new activity.

Wrapping It Up

Thank you for taking the time to familiarize yourself with the Lollipop Room. Please share this information with your family. Family involvement and communication are very important to us, so please feel free to come in and check out what the Lollipop's are up and see our most recent documentations. We understand that drop-off and pick-up can be very hectic times of the day, so you are always welcome to come to us, call, or email if you have any other additional questions or concerns!

Thanks,
Ashley and Laura