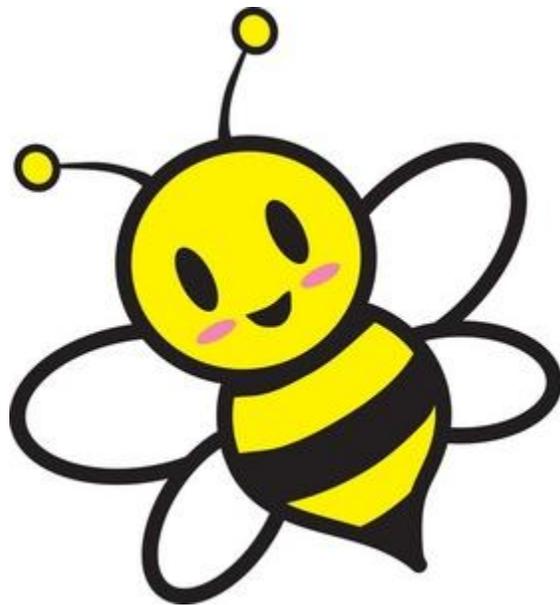


# Honeybee Welcome Packet



# Welcome to the Honeybee Room!

We are so excited to have your child in our classroom. In this handbook you will find our basic classroom information, as well as a list of supplies that we would like you to bring in for your child on or before their first day.

The Honeybee Room has 10 children, ages 6 weeks-20 months. There are 5 teachers in our classroom and their shifts overlap so that there are at least 3 teachers in the room at all times.

6:30 am-2:30 pm	<u>Soz Zangana</u>	<u>(Lead)</u>
7:30 am-1:30 pm	<u>Amy Garrett</u>	<u>(Assistant)</u>
8:30 am-5:00 pm	<u>Patti Wille</u>	<u>(Assistant)</u>
2:30 pm-5:30 pm	<u>Leslie McLain</u>	<u>(Assistant)</u>
10:00 am-6:00 pm	<u>Marie Pedrozo</u>	<u>(Lead)</u>

We have a classroom e-mail account which we check at least once a week. Please feel free to send us an e-mail if there is anything you would like to discuss. We will periodically send out reminders or classroom information via e-mail.

Our e-mail address is [nbcchoneybees@gmail.com](mailto:nbcchoneybees@gmail.com)

When you bring your child in each morning, you will need to fill out a **daily sheet** for your child and then hang it up on the wall by your child's photo. (We need to know the time of their last meal/nap/diaper, and if they've had medication that day.) Please clearly label your child's **car seat** and set it inside our nap room door so it is not accessible to children. Infants must be taken out of their car seat upon arrival.

**Bottles** need to have the child's name on them (the bottle, not the lid).

If you are bringing in breast milk, please label the bottle with the **child's name**, **the days date**, and **the date the breast milk was expressed**. We recommend using painter's tape which will not leave residue but will stay on the bottle when heating in hot water.

## **Infant Classroom Rules:**

There are a few rules in place that we ask everyone entering our classroom to observe. These precautions are to keep a safe and healthy environment for all of our children and staff.

### **Handwashing**

Each person (young and old) must wash their hands in our bathroom upon every arrival (even when coming to pick up in the afternoons). Once your child can stand on their own, they need to wash hands as well! Please make this a routine with your child, as this is a great way to bond every morning during drop-off.

### **Shoe Free Zone**

Shoes must be removed in the hallway or covered with shoe covers. This helps keep germs and particles out of our classroom space. (As children in our room often spend time on the floor.) Walking children must remove their shoes as well. You may provide a clean pair of "inside shoes" to keep their socks clean and on their feet. Teachers typically wear a pair of clean "indoor shoes".

### **Illness**

A Child who develops a fever of at least 100.0° Fahrenheit needs to be picked up within the hour of notifying the parent or guardian. The child cannot return to the center until the fever has been gone for at least 24 hours, **without the aid of medication**. If it's a case of diarrhea/vomiting, the child may not return to the classroom until 24 hours after the symptoms are gone. All other illness policies can be found at the office.

### **Diaper Covers**

Children's clothing must cover their diaper at all times. (example: when wearing a dress, a child must wear shorts or "underwear" over the diaper)

### **Sunscreen & Bug Spray**

During the time between Memorial Day and Labor Day, we keep sunscreen and bug spray in the classroom for those who choose to provide that for their children. We apply sunscreen to exposed skin 20 minutes before going outside in the morning and in the afternoon, and apply bug spray over clothing, before going outside in the afternoons. Parents provide sunscreen, and must also complete a medical form when bringing it in.

## **Safe Sleep**

There is a teacher monitoring the sleeping infants at all times. Infants are always placed on their backs to sleep until they are 18 months old or until they move to a cot (usually at 16 months). Licensing does not permit there to be any stuffed animals, pillows, or excess bedding in the cribs.

We provide bedding, but you may bring in your own blanket if you prefer. Personal bedding will be sent home on Fridays to be washed and we ask that you return it on Mondays.

## **Classroom Cleaning Schedule**

The following cleaning tasks are done weekly as well as when items are visibly soiled or when a child is sent home sick.

- Soft toys and fabric items in the classroom are machine washed
- Hard toys are washed with bleach/water
- Hard surfaces in the room are washed with soap and then with bleach/water
- Windows and mirrors are cleaned with Windex
- Cribs/cots are washed with bleach/water and bedding is changed
- All classroom surfaces/toys are sprayed with bleach at the end of each day

## **Primary Caregivers**

Each teacher assumes primary responsibility for an assigned group of infants within the classroom. Each primary caregiver establishes a deeper level of attachment to his/her group of infants. Infants need close and affectionate relationships with adults to feel safe and secure. This teacher will remain their primary caregiver until the child transitions to another room. The teacher will be responsible for completing their portfolios, documenting experiences and observing the child closely for deeper communication between parents and teachers. The teachers in the room will still work as a team unit but, when they are not present the other teachers in the room assume responsibility for those infants.

## **Sign Language**

We use sign language with our infants to help communicate with them before they are able to verbally communicate. We encourage our families to use these signs at home to help communicate with them too! We are happy to teach common classroom signs to families to use outside the classroom.

## **Our Curriculum**

As a team we meet each week for one hour to plan activities for the following week. We work very hard to provide your child with meaningful experiences that are developed from their interests as well as regular exposure to new ideas. Our planning sheet is posted outside the door of the classroom for parents to view the domains we work on regularly.

Please be prepared that your child may be a little messy some of the days when you pick them up, as we are regularly exploring some wet/messy sensory or art ideas. This is evidence of a great day of exploration! We use washable paint and markers on a regular basis, as well as crayons, chalk, water color, and sandbox play. We explore many different sensory ideas and we get the children ready by dressing them in bibs, smocks, or temporarily removing clothing (children will have a diaper on at all times during these experiences).

## **Documentation**

There is a "Parent Board" in our hallway, where we post announcements, schedules, articles and our weekly activity plan. We have a white board hanging there as well. We write on it each day to tell you what the children were doing together. You will also find there's a mailbox labeled with your child's name. Don't forget to check it frequently for art work and other mail.

We hang current art work and pictures in our hallway, so be sure to check that out...We update them as often as we can! On your child's daily sheet you will find a written activity or interaction they had that day.

The Honeybee teachers also put together portfolios for each child where you will find photo documentation gathered from their entire stay in the Honeybee room. These are completed and given to each family after your child transitions out of the Honeybee room.

## Supplies

Feel free to drop off supplies a week before your child starts. This can make the first drop off a little smoother for everyone.

- Diapers (Box or pack)
- Wipes AND a wipes container
- Diaper cream or ointment (If desired) and the proper completed medical form
- 2 to 3 extra outfits
- Pacifiers (Please label)
- Personal blanket or fitted sheet (Optional)
- Durable Bag or backpack for personal belongings (To be kept on hook)
- Lovie or special soft item for snuggling with (To be kept in bag on hook)
- Sunscreen (During warm weather)
- A family photo
- A 1 inch 3 ring binder with plastic sheet cover on the front (Child portfolio)

Please label your child's items with either a durable sticker, or permanent marker with their first and last name. Some of these items are required to be labeled by licensing; others are just for ease of deciphering their belongings from other childrens.

## Other Important Information

**We do have extra classroom wipes and diapers**, however, these are for emergency changes **ONLY!** Please make sure your child's supplies are replenished on time so that we don't run out! If your child does need to borrow items from our "extra" stash of diapers or wipes, we will replenish our stash with items you bring

in the next day. (example: if your child uses 2 of our "extra" diapers, we will replenish our stash with 2 diapers you bring in)

We change diapers in shifts, 5 per day (2 hours apart), as well as whenever they are dirty. This means we use no less than 25 diapers per week. If you find it easier to bring in a whole box of diapers/wipes, to avoid bringing supplies in each week, **we are more than happy** to store the extra supplies in our nap room! We will send a notice home on the daily sheet when we need something.

We also provide extra emergency **articles of clothing**. Licensing requires children to be fully clothed at all times in the classroom, and if your child runs out of extra clothes from their cubby we have back-ups! If your child borrows clothing from our classroom we ask that you please wash it and return it the following week. Our clothing will be marked with the letters NBCC.

The best way to contact your child's teachers is by telephone. You can call the **North Broadway Children's Center** office at **614-262-6222** and have an office staff member transfer your call to our classroom. We are available to talk (as time allows) between the hours of 6:30 am and 6:00 pm Monday through Friday. If we are busy or out of the room, we will call you back as soon as we are able.

We here at North Broadway Children's Center take pride in our passion for early childhood development. We are **NAEYC and Step Up To Quality accredited**, and devote ourselves to every aspect of children and families. Teachers often document children's development in many ways. We offer **parent/teacher conferences** twice a year - once in October and again in April. These conferences are a great way to touch base on your child's development and mention important milestones. We invite you to join us for conferences in October and April.

**We look forward to seeing you, your family and your child, and can't wait to grow and learn with them!**

-The Honeybee Teaching Team