



Welcome to the Teddy Bear Room (Parent's Day Out program)! There are 12 children, ages 20 months to 3 years in our program each day, with our teachers Rosa Jimenez and Lizzie Golden. Please read through our welcome packet, these items will be discussed in more detail at the Program Night.

#### Our Schedule

9:00 - 9:10	Welcome and get settled
9:10 - 10:00	Planned activities and free play
10:00 - 10:20	Rumpus room (if not going outside)
10:20 - 10:30	Wash hands; snack time (snack is provided by the center)
10:30 - 11:00	New activities, storytelling, inside games, and group time
11:00 - 11:25	Clean up and playground time
11:25 - 11:30	Get ready to go home

\* It is important that you pick your child up at 11:30 if your child is not staying for extended care. A late fee will be charged if you are late to pick your child up at 11:30 or at 12:30.

#### What to bring

##### **Bring these items daily:**

- A complete change of clothes - You can bring them in a bag and take them home every day. Please have extra items labeled.
- Diapers - Children will have diapers changed on an as-needed basis (they will be changed if they stay for lunch)
- A sippy cup or water bottle - Please label the cup with your child's name.

##### **Bring on the first day :**

- Wipes - we ask families to bring in one package at the beginning which will supply us for the year.
- 1/2 inch binder - we prefer one that has a plastic cover on it. This will be used for your child's portfolio.
- Family Photo for the Teddy Bear Family Tree

#### Birthdays

Children love celebrating their birthdays at school and can be celebrated with a special snack that you provide. We do ask that it be a nutritious snack, for example, fresh fruit, all food must be nut free. Per licensing rules, we ask that no baked goods be brought in.

#### Hand washing

Please help us keep germs to a minimum by washing your hands and your child's hands before entering the classroom (and anyone accompanying you to school)– both at drop off and pick up. You can use the restroom across from the classroom.

### Assessments/ASQ's/Conferences

We will be sending home with you a screening called the ASQ and a Parent Goal Sheet. Fill out the ASQ and Goal Sheet at home and bring it back to the office with your paperwork. Try to make it a game with your child, instead of a “test”, and don’t feel like you need to do it all at once. We will be doing an assessment, Teaching Strategies Gold, with your child. We will use the results from the ASQ and the assessment along with your goals to create goals for your child. We will set goals twice a year for your child. We will have parent teacher conferences in February. **SCHOOL WILL BE CLOSED FOR CONFERENCE DAYS!** If you are needing a conference at another time of year please see a teacher to set up a time with you.

### Extended Care

Extended care is available from 11:30 - 12:30. Stickers can be purchased in the office and then placed on the sign-in sheet. You do not need to tell us ahead of time that your child is staying. If you choose to do this you will need to bring a packed lunch for your child. Packed lunches need to meet the government food guidelines (more information about this is in our Family Handbook). Lunches need to be nut free. **Please check all labels to make certain that the foods are not only nut free, but have not been manufactured in a plant with nuts.** (If you are sending soy butter or another peanut butter substitute, please put a note in the lunch box so that we know it is not peanut butter).

### Parent Folders

Our parent folders are located outside our room. Information from the classroom teachers, the office and other parents can be found there. **Please check your folder and your child’s cubby daily.**

### Safety

Please do not allow your children to run up and down the ramps by our room and at the entrance to the church. This is for the children’s safety, and in consideration of church staff, church members and their visitors. **\*You should only be using the Children's Center Entrance. You may only use the Church entrance if you have a stroller or a health condition that requires the use of the elevator.** Also, it is imperative that your children be within your sight at all times while in and around the building. **If you choose to visit with other parents in front of the building, please have your children play away from the church plants, trees, steps and again, they must be in your sight at all times.**