

# Butterfly Room

## Family Welcome Packet

As your family enters our classroom, we would like to welcome you and share some basic information about the Butterfly room. We look forward to embarking on this journey with you, and hope that it is full of fun and learning for everyone! Please send an email to [rubberbandroom@gmail.com](mailto:rubberbandroom@gmail.com) to be added to our parent email list. Then we can email you an invitation to our classroom website.

### Meet Our Teachers

Josie Oakes, Co-lead teacher- 6:30-2:30

I grew up right here in Columbus Ohio. I have a pet boa and hope to get a dog when I'm done with apartment living. I graduated from Columbus State in March of 2011 with a Associates in Early Childhood Development. Children have always been a passion of mine and I have wanted to be a teacher since I was a very young girl. I have been working here in the Butterfly room for almost two years, first as an assistant and then as a lead. Before joining the amazing community here at NBCC in May of 2012, I was a lead teacher at a different center for three years. It has been a blast working at this center and seeing firsthand what great things that they do with children here!

Charlotte Malley, Co-lead teacher- 10:00-6:00

I was born and raised in Columbus, Ohio. I have been working at NBCC for four years, first as a substitute, then as an assistant teacher next door in the Rainbow Room and now as a lead in the Butterfly Room. I am almost finished with my Associates in Early Childhood Development. Before working with young children I was working with City Year, an Americorps organization, in New York City teaching middle school students from the South Bronx. I value diversity and helping each child reach their full potential. I love working with young children! Helping a child learn how to take a risk and discover the world around them is so exciting for me.

Colleen Million, Assistant Teacher- 8:30-5:00

I have lived in Columbus, OH my whole life. I am 26 years old and I graduated from CSCC with an Associate's degree in Early Childhood. I have one child, James, who is 4 years old and attends NBCC. I became a teacher here in the Fall of 2007, as an infant teacher in the Honeybee room. I spent my first six years with the

infants and loved it! Now, I am pursuing my Bachelor's Degree in Education (Pre-K through 3<sup>rd</sup>) at Ashland University. I recently, joined the Butterfly room in order to have experience in an older classroom and prepare for my future of working with schoolage children. I love getting to know children at this age, figuring out what is unique about each of them and what interests they have. I also love the new level of conversation that they are capable of. Preschoolers say the funniest things!

## **General Classroom Information**

The children in the Butterfly Room learn through play, exploration, and experimentation. Mistakes and messes are a natural part of this process and make their experiences more meaningful and educational. Please send your child to school in loose-fitting play clothes that you are okay with getting dirty. This promotes independence and sets children up for success throughout the day.

What your child will need at school:

- A pillow, child-sized blanket, and a stuffed animal/comfort item for naptime
- An extra change of clothes (complete with socks/underwear) to stay in their bathroom cubby
- A large (2" or larger) 3-ring binder for their Butterfly portfolio
- Weather appropriate clothing and footwear that they can change into independently
- A framed family photo (5x7 or smaller) that will stay on our family shelf.

**Please label all of the above items with your child's initials**

**Schedule:** Depending on which playground time we have, dictates which schedule we are following. We will be sure to keep you updated when these times change. Check the classroom parent board for the most up-to-date schedule!

## **Butterfly Room Daily Schedule A**

6:30- Room Opens

8:45-9:00 Clean-up

6:30-8:45 Free Choice

9:00-10:00 Outside Time

7:30-8:30 Morning Snack

10:00-10:20 Group Time

8:15-8:45 Potty Turns

10:20-11:15 Free Choice/Small Group Time

11:15-11:30 Clean-up/Get cots out

12:45-3:00 Nap

11:30-11:40 Books on Cots/Washing Hands

3:00-3:25 Cots away/Snack/Potty Turns

11:40-12:15 Lunch

3:30-4:30 Outside Time

12:15-12:30 Potty Turns

4:30-6:00 Tabletops/Free Choice

12:30-12:45 Brushing Teeth

6:00 Room Closes

**\*\*If the weather does not permit us to go outside, our rumpus room times are 8:45-9:10, and 3:45-4:10**

## **Butterfly Room Daily Schedule B**

6:30- Room Opens

11:40-12:15 Lunch

6:30-9:45 Free Choice

12:15-12:30 Potty Turns

7:30-8:30 Morning Snack

12:30-12:45 Brushing Teeth

8:55-9:10 Morning Meeting

12:45-3:00 Nap

9:30-9:45 Potty Turns

3:00-4:15 Cots away/Snack/Potty Turns/Free Choice

9:50-10:00 Clean-up

4:20-4:30 Clean-up

10:00-11:00 Outside Time

4:35-5:35 Outside Time

11:00-11:30 Hand Washing/Group Time/Small Group

5:35-6:00 Tabletops/Free Choice

11:30-11:40 Books on Cots/Potty Turns/Washing Hands

6:00 Room Closes

**\*\*If the weather does not permit us to go outside, our rumpus room times are 9:55-10:20, and 5:00-5:25.**

## **Policies and Procedures**

Screenings and Conferences: The Butterfly Room follows a center-wide procedure: We complete a standardized screening on each child, based on age, and offer conferences to parents every six months (around October and April). Conferences can also be requested by parents or teachers based on individual needs/circumstances. In addition to our assessment, we will fill out a "Child Progress and Goal Sheet" for each child. These too will be used in the conferences and updated every six months.

Red Bag System: The Butterfly Room will provide your child with a red bag for their hook in the hallway. This bag is large enough for your child to independently pack and unpack cot items, home toys, cubby overflow, and weather appropriate outerwear. On Friday, your child will pack their cot items into their red

bag. Please take the bag home on the weekend, launder the items, and return them on Monday in the bag. This system allows the children to develop self-help skills, independence, and organization.

Breakfast: Morning snack is provided from 7:30 to 8:30 am each day. If your child arrives after 8:30, please be sure that they have eaten prior to arriving at school. Please remember that we are a NUT FREE CENTER! If you choose to bring a morning snack for your child, please ensure that it contains no nuts.

Language: For a more detailed description please refer to the NBCC parent handbook to find some helpful examples of the language that we use in the center.

- **We do not make the children apologize. Young children do not understand the concept of a genuine apology. Instead, you will hear the children in our room checking on a friend, and asking what they can do to help that person's body. This gives the child a chance to take responsibility for their actions, and the other child a chance to express their feelings about a situation.**
- **We encourage negotiation skills by helping the children learn to “make a plan” for a toy or a turn in a space they may want to play in. When children first enter the room, we give many prompts in helping them reach an agreement, and they become more independent in this as they spend more time practicing!**

Parent Board: Located directly outside of our classroom, the parent board is where you will find information such as: weekly curriculum, classroom wish-list, daily schedule, and pertinent articles for parents.

Class Website: We have created a classroom website that is private, so that we can feel comfortable posting pictures and video of the children, knowing that only those invited to view the site can do so. Once we add you to our email list, we will also add you to the website member list. Here you will find a calendar, special notes, a class wish list, and many pictures of the class activities. Check it often!

Parent Mailboxes: Directly under the parent board, each child has a mailbox labeled with their name. Please check these regularly for center-wide information, artwork, daily sheets, and child journals.

**Journals: Each child will have a spiral notebook in their mailbox. A teacher will write in this three times a week (Most likely Monday, Tuesday, and Thursday). This will give you an idea of the areas of the room they are spending time in, their mood, how they ate/slept, and any new developments we are seeing.**

**Home Toys: Each Friday in our classroom is Home Toy Day. Your child is welcome to bring in a toy from home to share with the children in the class. Books are always welcome any day!** Please limit home toys to Fridays only to ensure the children have ample opportunities to explore the classroom materials.

**\*\*Our policy on sharing home toys:** Though we do encourage the concept of sharing, we do not require the children to share their toys. However, if they choose to share with one friend, they must be willing to share with everyone, and work out a plan with friends who request a turn.

Turtles: We have two box turtle in our room, and they have lived in this class for 17 years!! The children enjoy being an active part in the daily care of the turtles, and the best way for them to do this is to be a “turtle feeder”. On the class website, as well as on a calendar outside the classroom door, you can find out when it will be your child’s turn for this job. We ask that you bring food for them to eat on Monday, Wednesday, and Friday. A typical serving, per turtle, of their favorite foods: A few mealworms, 1–2 nightcrawlers, 1 hard boiled egg. They will also eat bananas, kiwi, and greens, but do not prefer them.

Friend of the Week: Beginning in the fall, we will have one child each week who will be our “friend of the week.” This child will have a chance to bring in items that reflect their interests, their family, etc. and present these items to the group to explain why they are important to them. On a different day that week we will create a web, on which every child in the class will tell what they like about the friend of the week, or what makes them special. This builds on social relationships, as well as listening and speaking skills. And, the kids love it!

Rosella Rabbit: Rosella is our (stuffed) class pet rabbit, who gets to go home with one child each

weekend. (We do this after each child has been the friend of the week.) Rosella will come home with your child, along with a journal and some markers. Simply take Rosella along with you during whatever adventures your family may take, and document her time with you in photos, or drawings, and a journal entry. Then, bring her back by Wednesday the following week, and your child will present the journal entry to the class during group time!

Non-Nappers: For children who are four years old and have outgrown their nap, may be offered a non-nappers program. Resting is a requirement for all children; if your child is a non-napper, she/he will rest quietly on their cot from 1-2 pm, and then will be taken to another room in the building to do quiet activities from 2-3 pm. Sleeping children will not be woken up to go to non-nappers.

Guidance and Discipline: Please refer to the updated NBCC parent handbook for detailed information about how we use discipline with our preschool children. Notice that we do not use “time-out” as a method of discipline; instead we employ natural and logical consequences.

We look forward to getting to know you! Please let us know if you have any questions.