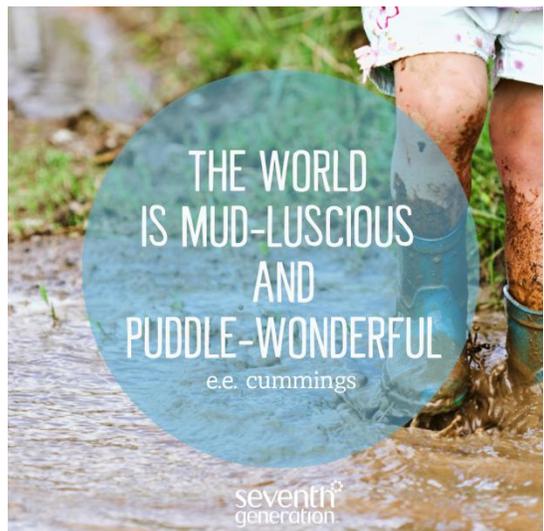


Welcome to the

PUDDLE



First Day Checklist:

- Nap Items: Blanket, small pillow, crib sheet
- Reusable bag for transporting nap items
 - 4 x 6 family picture
- 1.5 inch portfolio with front clear pocket
 - 2 Spare changes of clothes
- Pack of paper (white, colored, scrapbook, etc)

We are a Nut-Free Center.

We also have children with other food allergies in our room, including eggs.

Please do not bring in any egg products.

Please wash hands immediately upon arrival,

including parents and siblings.

Daily Schedule:

6:30 - 7:00	Drop off in Room 9
7:00	Puddle Jumper Room opens
7:00 - 8:30	Free Play / Potty Turns
7:30 - 8:30	Morning Snack
8:30 - 9:30	Free Play / Potty Turns
9:35 - 9:45	Morning Meeting
10:00 - 11:00	Free Play / Potty Turns
11:15 - 11:30	Large Group / Small Group
11:45 - 12:30	Lunch
12:45 - 3:00	Rest Time
3:00 - 3:45	Afternoon Snack Free Play / Potty Turns
4:00 - 4:45	Playground
5:00 - 5:30	Table Top Choices
5:30 - 5:45	Quiet Activities
6:00	NBCC Closes

*During inclement weather, we will go to the Rumpus Room.

Classroom Teachers:



Ashley Worch - Lead Teacher, 7:00 - 3:00

Ashley is a 32 year old educator, wife and mother to a 2.5 year old boy named Declan, who is in the Koala Room here at NBCC. Ashley was born and raised in Columbus, Ohio. She grew up in Bexley, where she played soccer from preschool through high school. Ashley attended Columbus State Community College where she obtained an Associate degree in Arts, as well as Early Childhood Development and Education. Other interests include chasing her toddler son and enjoying playing with him, running the trails of Highbanks Metro Park, spending time with her husband Kenny, and learning more about trucks than she ever could imagine! Ashley has been teaching at NBCC since 2014, and is grateful for every child, family and staff member she has had the opportunity to learn and grow with!



Jade Beason - Lead Teacher, 10:00 - 6:00

Jade is a 29 year old educator and fashion designer. She was born and raised in Cincinnati, Ohio to a family overflowing with love. She is the oldest of three; she has a 28 year old brother and a 20 year old sister. Growing up, Jade was very athletic. She played soccer from grade school through college. Jade graduated from Spring Hill College in Mobile, AL with a degree in Integrated Communication Arts. Through her experience over the years, she has learned that she is a very creative and hands-on learner/teacher. Jade prides herself on this because she truly believes the best way to learn is to get in on the action and really see / learn from what's in front of you. Jade is excited to be a part of the NBCC family and looks forward to growing with everyone here.



Ruby Sandstrom - Assistant Teacher, 8:30 - 5:00

Ruby was born in California but grew up for a few years in Ohio. However, most of her time growing up was spent in Texas. All of her family is from Ohio so she is a Buckeye through and through. She received her B.S in Education from Harding University in Searcy, Arkansas. She also has a portion of her graduates degree in Special Education, which she is planning on finishing in the near future. For the past three years, she has been teaching in Reynoldsburg. While there, she was in Pre-K/JH special education and also taught 1st grade. Prior to that, she taught Pre-k and coached JH/HS volleyball in Vilonia, Arkansas. She now lives downtown with her partner, Misty and their cat fur-babies, Beans and Biscuit. Misty is active in the art community. She is a talented muralist and tattoo artist, and even owns her own studio. Outside of NBCC, Ruby also is a manager for Papa John's Pizza. She says that the best part about working for Papa John's is having the opportunity to work at Nationwide Arena for the Blue Jackets, and Mapfre Stadium for the Columbus Crew. Some of Ruby's hobbies include anything nature-related (hiking, fishing, kayaking), music, attending art shows/festivals, and taking road trips! Some fun facts about Ruby: She can drive a school bus, has flown an airplane, and leaves her Christmas tree up all year round. She is looking forward to getting to know all of the Puddle Jumpers and families, and is excited to help your child learn and grow!

Policies and Procedures:

Assessments and Conferences

We follow a center wide procedure. We complete a standardized assessment with each child based on age. We offer conferences twice a year (April and October).

Nap Items

Please bring your child's napping items in a reusable bag from home. We will store these bags in our storage room until Friday. They will be returned on Friday and used to send home nap items to be washed.

Birthdays

We love birthdays! We will sing a special song on your child's birthday in our classroom, and we will all sing to them at lunch! We invite you to celebrate with us in a special way, whether that is coming in to read a special book to the class, donating a meaningful book, or sending in fresh fruit. It is completely up to you and your family! Please keep in mind that NBCC has a policy that we do not allow sugary treats for birthday celebrations.

Breakfast

Morning snack is offered between 7:30 and 8:30. Children are welcome to bring in their own food from home. Snack is cleaned up promptly at 8:30 so please plan accordingly. Please note: We are a **NUT FREE CENTER** and our classroom is **EGG-FREE**. Please wash your hands and child's hands / face after eating nut products before entering the center.

Guidance and Discipline

Please refer to the "Guidance and Discipline" section of your NBCC Parent Handbook to ensure consistency between home and school. We strive to use positive discipline techniques, and allow for natural and logical consequences whenever possible. We use redirection when necessary. We do not utilize time-outs, force sharing or say "sorry".

Non-Nappers

Non-Nappers is a program for children 4 years and older, and who have outgrown their nap. Resting quietly is a requirement for all children. If your child is a non-napper, they will rest quietly on their cot from 12:45 - 2:00. At that time, they will go to another room and do quiet activities from 2:00 - 3:00. Children who fall asleep will not be woken up to go to non-nappers. If a classroom has multiple children that go to non-nappers, then they will rotate days on which they go. Books and journals are available for them at or around 1:30, after most children have fallen asleep.

Illness and Medication

Please review the "Illness and Medication" policies in the NBCC Parent Handbook. These policies are enforced center-wide to ensure the health and safety of your child.

Late Pick-up Policy

Please review the "Late Pick-up Policy" in the NBCC Parent Handbook. This policy is enforced center-wide. Please allow yourself enough time to pick up your child and leave the center by 6:00 p.m.

Remind App

Our classroom utilizes an app called Remind. You may be familiar already if you are signed up to receive NBCC reminders. We text parents to remind about upcoming events, such as family socials and field trips, as well as reminders if your child is in need of replacement of clothing or nap items. You are always welcome to send us a

message if you have a question or a concern, or to let us know if your child will be staying home for any reason, such as sickness or having a family day.

Parent Board

The parent board is located outside in the hallway by our room 303. Please check this board daily for upcoming information, our current schedule, playground times, meal calendar, lesson plans, licensing information, and field trip permission forms.

Parent Mailboxes

Our parent mailbox is a hanging file folder system outside our classroom door. Please check your mailbox daily.

Outdoor Play

The Puddle Jumpers believe that children should have the opportunity to experience the outdoors in all types of weather. We will go outside in light rain, shine or snow! Please plan accordingly. We follow safety guidelines to ensure safety at all times. Please make sure your Puddle Jumper has appropriate seasonal weather attire in rotation, including: rubber rain boots, waterproof rain coat, snow boots, snow bibs, winter jacket, warm hat, waterproof gloves. We do have spares, but we are limited in our supply.

We encourage you to send your child to school in play-condition clothing, and to have several changes of clothes in their cubby. We will always try and label plastic bags with soiled clothing with their name (and specify: potty accident, mud from playground, etc) to lessen confusion at pick up times.

Home Toy Day

We have a special day of the week that Puddle Jumpers are invited to bring in a toy from home. We have home toy day every **Monday**. Please limit to just one toy, and please leave any play weapons or weapon attachments at home. At the end of the day, please pick up your child's home toy from the white basket in the hallway.

We do invite children to bring in a book or puzzle from home any day of the week. Please be sure to label it.

Weekly Update

We send out a weekly email to families. We will mention any announcements, upcoming dates to remember, special events such as field trips, changes in schedules, and what the Puddle Jumpers have been up to recently.

Helpful Tips

- Labeling your child's personal items will help them keep track of their belongings and promote independence (and helps the teachers, too!)
- Routines are very important to young children and are a key factor to their success in the classroom. Please keep this in mind when establishing drop-off and pick-up routines.
- Allowing children extra time to do things independently offers them opportunities to be successful and feel confident.
- Please have them wear clothing and footwear that allows for them to be independent, such as loose fitting pants / shorts and slip-on / velcro shoes.
- Consistency in guidance and discipline between home and school provide stability, predictability and comfort for young children.

Separation and Drop off

Separation can be difficult for children and parents. It is helpful to establish routines right from the start.

For example, you might come in and the first thing you do is have your child wash their hands. Then you can assist them get settled in for snack. Give a hug and a kiss goodbye. Or, you could read one book together then have them walk you to the door and say goodbye.

The most important thing is to be consistent. This will provide predictability and make it easier to say goodbye. Remember that every child and parent is different, so it might take some time to find a routine that works best for all of you.

Here are some tips on separation that have been helpful in the past:

- Avoid dropping off during transitions. It is harder to say goodbye when we are moving from one activity to the next.
- Keep things brief. Be clear in your expectations and follow through. If you need help from a teacher, please give us a signal you would like us to assist. We would be happy to send you a quick text later on to let you know all is well.
- If you are having difficulty finding a routine that works, we would be happy to problem-solve together. First and foremost, we want your child to feel safe, happy and secure in their school environment. If there is anything we can do to help with easing the transition in the mornings, please let us know!

Wrapping It Up!

Thank you for taking the time to familiarize with the Puddle Jumper classroom. 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 Puddle Jumpers are up to and see our most recent documentation. We understand that drop-off and pick-up times can be hectic times of the day, so you are always welcome to come to us, call, e-mail or text through the Remind app if you have any additional questions or concerns.

Thank you, and welcome! We are so happy you are here.

Ashley, Jade and Ruby