

LITTLE FROGS & POLLIWOGS – TADPOLES TWO ROOM HANDBOOK

WELCOME TO TADPOLES! This room opens at 6:30am. Please greet the caregiver and place your child's labeled items in the appropriate locations. Any special messages should be written and handed to the teacher. At the end of the day, please look at our "What We Did Today" board for a summary of the day's happenings. A caregiver will be glad to talk with you. Please take home any soiled clothing (caregivers are not allowed to wash items, per State Law) and empty dishes. It is important to empty your child's folder daily, as it will contain artwork and the like that your child has created as well as the occasional communication from your child's teacher and the center

MEDICATION: All medication must be in its original container. You MUST complete one of our Medication Slips, located in each room, for each day. Please hand the Medication Slip and the medication to a teacher. After administering the medication, the caregiver will sign the slip. The slip will then be placed in the child's classroom file. Here are a few suggestions – 1) Give your child all medication at home whenever possible, 2) Have any prescription filled in two labeled containers (so you may leave one here), 3) Take extra Medication Slips home and complete in advance to return. NOTE: The above procedure is followed for all prescriptions, non-prescriptions and topical substances. (i.e. Diaper rash cream, chap stick etc.)

MATERIALS TO PROVIDE: TWO complete sets of labeled, weather appropriate clothing needs to be provided and maintained at all times, DO NOT leave any special items, as they can be misplaced. **IMPORTANT** – During the winter months, be sure to have extra socks, warm coat, boots, hat, mittens and ski pants and in the summer months a swimsuit, towel, labeled sunscreen, bug spray and a water bottle. Please provide a crib sheet and blanket for rest time. These items will be sent home on Fridays for cleaning and will need to be returned on Mondays. If your child is potty training please see attached "*Potty Training for Toddlers*" Handout. .

NUTRITION: Included in the tuition are morning snack, milk with lunch and afternoon snack. Morning snack consists of toast and juice. Afternoon snack is served after nap and consists of fruit and crackers. When packing a lunch please be sure lunch boxes are labeled and include an ice pack. Food should be ready to heat and serve. Microwaves are available for warming food. Please include a good variety of foods, as we encourage good nutrition. NO soda, candy, peanut products or products with traces of nuts are allowed with lunches or snacks. Lunch dishes will be returned with your child's leftovers so that you can see how well your child ate that day.

REST TIME: All children are required to rest quietly on a mat for a minimum of one hour, per State Law. Nap is scheduled for after lunch and will last for one to two hours. Each child is assigned a numbered mat. Children do not have to sleep, however must remain quiet to allow other children to fall to sleep. After a quiet period of 30 minutes, children remaining awake will be allowed to have books or another quiet activity. Appropriate music will be played and the room darkened to encourage relaxation. If your child needs a pacifier or doll for comfort, these will be given to them at naptime or if your child is feeling insecure. Pacifiers will not be used in this classroom.

PHYSICAL HEALTH: This is encouraged through good hygiene such as – washing often, drinking plenty of water, exercise and lots of outside play. We also ask that if your child is going to be out for any reason that you contact the center and provide us with information on the child's illness. If your child's illness is contagious we will post it for other guardian's information (no names will be posted).

EMOTIONAL HEALTH: Drop off time can be difficult for you and your child. Caregivers are willing to help your child when it is time for you to leave. They will comfort the child to the best of their ability. Please feel free to say "good-bye" to your child and use the two-way mirrors located in the hallway. You may call to see how your child is doing, please feel free to discuss any concerns that you may have.

COMMUNICATION: Guardian's are welcome to use our two-way mirrors, or enter and participate. Daily conversation should take place when it does not interfere with class activities. Refer to the "What We Did Today" board for a description of the day's activities. Arts and crafts are proudly displayed in the room or may be found in your child's wall pocket. The Director is available or you may schedule a conference with the teacher whenever you like. Progress Reports are sent home twice a year. The mail slot between the two front doors is a great place to leave messages for the office, health forms, evaluations and payments. Please feel free to share suggestions with a teacher as well. Our Password System is important and must be used whenever anyone out of the ordinary picks up your child. Please notify us in writing if possible when someone else is picking up your child – at a minimum we MUST receive a phone call from a guardian. Be sure this person knows the password, and we require a picture ID.

DISCIPLINE: We all respect the rights and property of others. Curriculum, role modeling, kindness and consistency help to reinforce acceptable behavior. Inappropriate behavior is handled with redirection and healthy conversation first and quiet time away from the group secondly (if necessary). Children are taught acceptable modes of behavior and are encouraged to follow them by positive reinforcement. The Director will only be called when redirection and time away is unsuccessful.

Tadpoles Two Monthly Themes (brief overview)

Sept	Five Senses, My Body/Feelings	Mar	Weather
Oct	In The Pumpkin Patch	Apr	Gardening
Nov	Giving Thanks/Manners	May	Maps/Signs
Dec	Friends Around The World	June	Under The Sea
Jan	Arctic Life	July	Summer Curriculum
Feb	Post Office	Aug	Summer Curriculum

Tadpoles Two Room Goals (brief overview)

Gross Motor	<ul style="list-style-type: none"> 1) Catches a rolled ball and rolls it forward 2) Uses climbing equipment with ease 3) Claps rhythmically 4) Jumps with two feet
Fine Motor/Eye Hand Coordination	<ul style="list-style-type: none"> 1) Uses pincer grasp 2) Can cut with scissors 3) Picks up and inserts objects with ease 4) Fills and empties containers with sand or water
Art	<ul style="list-style-type: none"> 1) Scribbles in circular motion 2) Applies collage pieces to glue with intent 3) Makes a mark on paper with purpose 4) Enjoys creative mediums (paint, play dough etc.)
Problem Solving	<ul style="list-style-type: none"> 1) Can follow one step directions 2) Differentiates past from future 3) Knows the daily schedule in sequence
Math	<ul style="list-style-type: none"> 1) Knows basic colors 2) Knows basic shapes 3) Recognizes differences in size and shapes 4) Counts objects to ten
Social/Emotional Development	<ul style="list-style-type: none"> 1) Plays by self in pretending style activities 2) Plays parallel to others in constructing or creating 3) Verbalizes to settle disputes 4) Shows compassion to someone in distress
Language Development	<ul style="list-style-type: none"> 1) Speaks in expanded sentences 2) Takes part in conversation 3) Asks questions 4) Knows some letters of the alphabet
Self Identity	<ul style="list-style-type: none"> 1) Separates from parents without difficulty 2) Shows interest in classroom activities 3) Makes an activity choice without teachers help 4) Plays independently of staff

Guardian participation is always welcome and encouraged

Potty Training for Toddlers

It probably seems like just yesterday that you changed your baby's first diaper, but before you know it your child will be ready to start toilet training. While there is no "magic" age at which a child will be ready to start using the potty, most toddlers will develop the necessary physical and cognitive skills between the ages of 18 and 24 months.

When your child is at least 24 months of age, we will begin an introduction to the bathroom, potty-chairs and routine of the bathroom (such as washing hands when done). This introduction is very informal. We DO NOT force any child to sit on the potty before they are ready. The introduction will last as long as it takes for each child to be READY for a more formal training process. You provide the supplies; we provide positive reinforcement and repetition.

Our potty facilities and hand-washing sink are located in the center of the Tadpoles rooms. Your child will be welcome into the bathroom with adult supervision to move the potty-chairs, open and close them and sit on them if he/she desires. Allowing your child these experiences will help to diminish some of the fears associated with potty training. While your child is exploring the potty environment he/she may experience another child's success on the potty, which will bring them closer to understanding what the "little bowl" will be used for.

As your child becomes more comfortable with the potty he/she may tell you they want to go to the potty – it is now that your child may be ready to being toilet training. Wait until your child shows you he/she wants to try – then toilet training will go MUCH more smoothly. Praise a child when there is success, and be calm when there isn't. Sometimes your child may want to sit there even when he/she doesn't need to use the potty. When YOU feel that your child is ready, we will begin a more formal potty training schedule – gradually. Your child should be showing at least three of the signs of being ready (listed below) BEFORE you begin:

- ✓ Has regular, soft-formed bowel movements
- ✓ Can pull his/her pants up and down
- ✓ Imitates others bathroom habits (likes to watch you, wants to wear underwear, etc...)
- ✓ Makes a physical demonstration when he/she is having a BM (grunting, squatting, telling you, etc...)
- ✓ Has words for stool and urine
- ✓ Can follow simple instructions
- ✓ Understands the physical signals that mean he/she has to go and can tell you before it happens
- ✓ Dislikes the feeling of being in a dirty diaper
- ✓ Has "dry" periods of at least three to four hours (this shows proper muscle development)
- ✓ Isn't negative about everything
- ✓ Understands the value of putting things where they belong
- ✓ Demonstrates a desire for independence

When you are ready to take steps toward formal potty training and you are working with your child at home, we will request that you bring in plenty of changes of clothing for your child including:

- ⇒ Quilted, cotton training pants with rubber pants
- ⇒ Elastic waist pants, so it is easy for your child to change themselves – with supervision, promotes independence
- ⇒ Socks – for the accidents that travel down the child's legs
- ⇒ Shoes– for the same reason

REMEMBER: Your child is learning and may have MANY accidents, especially in the beginning, so make sure they have plenty of clothes. NOTE: Soiled clothing will NOT be washed – per State Law – for cross-contamination reasons.

WITHHOLDING OF STOOLS

It only takes ONE painful bowel movement to cause your child to be frightened of using the potty, so at all costs, make sure his/her diet has sufficient fresh fruits, vegetables and juice. If your child has a painful BM only once while trying the potty it could delay potty training for months. They will associate painful BM's with the potty and will refuse to use it. If you suspect that your child is withholding his/her stools, it is best to stop training and increase fluid intake. ALWAYS call your pediatrician if you suspect they are withholding. It can be serious if an "impaction" occurs. Tell your child at that moment, that they are not ready and that you will try again later.

Diapers and wipes need to be labeled and it is your responsibility to check your child's supply daily. There will be a charge of \$2 per diaper and \$2 per day for wipes if your child runs out.

Little Frogs & Polliwogs – Tadpoles Two Registration

Today's Date: ____/____/____			
Child's Full Name:		DOB: ____/____/____	Gender: ____ F ____ M
Street Address:		Start Date: ____/____/____	
City:	State:	Zip:	Home Phone: (____) ____ - ____
Guardian One Information			
Full Name:		Relationship to Child:	
Street Address:		Social Security #	
City:	State:	Zip:	Home Phone: (____) ____ - ____
Employer: Employer Address:		Currently in Military: ____ Yes or ____ No	
Work # (____) ____ - ____	Cell # (____) ____ - ____	Email	
Guardian Two Information			
Full Name:		Relationship to Child:	
Street Address:		Social Security #	
City:	State:	Zip:	Home Phone: (____) ____ - ____
Employer: Employer Address:		Currently in Military: ____ Yes or ____ No	
Work # (____) ____ - ____	Cell # (____) ____ - ____	Email	
Which guardian should be contacted first? _____			
Special instructions? _____			
List three emergency contacts in the event that you cannot be reached.			
Name:	Home #	Cell #	Authorized to pick-up:
Relationship:	(____) ____ - ____	(____) ____ - ____	____ Yes or ____ No
Name:	Home #	Cell #	Authorized to pick-up:
Relationship:	(____) ____ - ____	(____) ____ - ____	____ Yes or ____ No
Name:	Home #	Cell #	Authorized to pick-up:
Relationship:	(____) ____ - ____	(____) ____ - ____	____ Yes or ____ No
List All Food Allergies: _____			
Reaction: _____			
List All Allergies To Medication: _____			
Reaction: _____			
My Child's Password Will Be: _____			
I give the center permission to post my child's' allergies, with photo in the classroom. Signature: _____			

Developmental History

Does your child have any attachments or fears: ___Y ___N and if so, what? _____

Was your child at a previous caregiver? ___Y ___N and if so, was it a ___ Childcare center ___ Private home

Were you pleased? ___Y ___N and if not, why? _____

Is child a good eater? ___Y ___N | Is child adopted? ___Y ___N

Medical History

Pediatrician Name and Address: _____ Phone # _____
(_____) _____ - _____

Last Physical Date: _____/_____/_____ With Whom? _____ List all medications taken regularly: _____

List all surgeries or disabilities: _____

Is your child prone to ear infections? ___Y ___N and if so how do they react? _____

Does your child run a fever easily or often? ___Y ___N | Comments: _____

Sleeping Habits

How long is a regular nap? _____ Security blankets, stuffed animals and other security items will be kept in the children's cubbies or backpacks.

Toileting/Diapering Habits

Our procedure is to change babies every two hours. All BM's are changed immediately, however sleeping children will not be woken for changes. Please send in lots of LABELED diapers. Potty training will begin/continue in this classroom so please provide lots of extra LABELED clothing

Does your child have diarrhea or constipation problems? ___Y ___N, if yes, how do you treat it? _____

Does your child get rashes easily or often? ___Y ___N, if yes, how do you treat it? _____

Medical Emergency Statements

Statement One (must be signed, per State Law)

"In the event I cannot be reached, or when delay could be dangerous – I hereby give my permission for any staff of Little Frogs & Polliwogs to transport my child to a hospital or medical facility and give medical treatment."

Guardian One Signature _____ /_____/_____

Guardian Two Signature _____ /_____/_____

Statement Two (optional)

"If I cannot be reached or have not yet arrived at the hospital/doctor's office, I give permission for my child to receive anesthesia for treatment."

Guardian One Signature _____ /_____/_____

Guardian Two Signature _____ /_____/_____