

Welcome to Polliwogs!

If your child arrives prior to 7:30am, they will be cared for in our Caviar room. 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. 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.

What do I need for Polliwogs? - (all items must be labeled)

Every day

Lunch and any snacks in a lunch box with ice-pack
 Crib sheet & blanket(This will be sent home on Fridays for cleaning and will need to be returned on Mondays.)
 Diapers
 Wipes
 Diaper creams (if applicable)
 At least 2 extra full sets of clothing including socks
 Sweatshirt and jacket as needed
 DO NOT leave any special items, as they can be misplaced

Winter

Snowsuit or warm coat & ski pants
 Boots
 Hat
 Mittens
 During the winter months, be sure to have extra socks

Summer

Bathing suit
 Towel
 Sun block
 Bug spray
 Water bottle

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.)

Nutrition

Included in the tuition are morning snack, milk with lunch and afternoon snack. Morning snack consists of toast and water. 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, sweetened drinks, candy, peanut products or products with traces of nuts are allowed with lunches or snacks. Also at this age we do not allow pretzels (in any form), popcorn or chips. 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 asleep. 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. Pacifiers are **ONLY** used during naptime.

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).

Communication

We like to facilitate a two-way communication between Little Frogs & Polliwogs' staff and guardians. We encourage you to communicate changes in your child's life, daily routine, concerns and achievements to help us better care for your child in their day to day activities. Here are a few pointers:
 1) Please feel free to call the center to speak to your child's caregiver at any time.
 2) Refer to the "What We Did Today" board for a description of the day's activities.
 3) You will receive a 'Daily Communication' note from your child's teacher explaining your child's day.
 4) Conferences may be scheduled with the classroom teacher and/or the director when needed.
 5) There is an office communication board near front entrance for any messages from the office. Please make sure you check the board when you come in the building.
 6) There is a letter box slot in the vestibule where you can leave messages for the office, health forms, evaluations and payments
 7) 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 that we require a picture ID.
 8) Important information such as newsletters, the family handbook, closures, events, etc. can be found on our website and blog at www.littlefrogsandpolliwogs.com
 9) We ask that you arrive by 9:30am, or call to notify us if your child will be late or absent.

Parent involvement

Guardian participation is always welcome and encouraged. We have many opportunities throughout the year where you can be involved in the activities here at the center. Here are a few things to be aware of:

- 1) We have an open door policy allowing you to come in at any time and join in with the classroom activities.
- 2) Each classroom has an 'Open House' in September to help get you acclimated to the new environment and teachers.
- 3) 'Stay and Plays' are scheduled throughout the year. This is a special time that we invite you in to be part of your child's day. This is a great opportunity to get to know your child's friends and fellow parents.
- 4) We always welcome guest readers into the classroom. Whether it is a parent, grandparents or older siblings, this is always an activity the children love.
- 5) The center sends out an electronic newsletter quarterly during the academic year to keep you updated on events, closings and fun activities. Watch your inbox!
- 6) The classroom will send home a newsletter each month covering important information for the month; look for it in your child's cubby.

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.

Polliwogs monthly themes (brief overview)

September	Apples, Self-help skills, fall, red & circle.	March	St. Patrick's Day, diamond, yellow & farm.
October	Pumpkins, square & orange.	April	Rain, weather, spring, flowers, rectangle & purple
November	Nursery rhymes, table manners, fall, triangle & color brown.	May	Mother's Day, insects & black.
December	Christmas around the world, green & star.	June	Summer Curriculum, Ocean, Father's Day & white.
January	Winter fun, blue, Snowmen, oval & New Years.	July	Summer Curriculum, Transportation & Independence Day
February	Valentines, heart & pink.	August	Summer Curriculum.

Polliwog Room Goals (brief overview)

Gross Motor Skills	1) Walks unaided with ease 2) Attempts to jump 3) Can walk up stairs with help	4) Enjoys gross motor equipment 5) Able to throw and kick a ball
Fine Motor Skills	1) Uses one hand to pick up a toy 2) Able to connect linking toys/puzzles	3) Uses pincer grasp 4) Able to use feeding utensils
Art	1) Scribbles with crayons and markers 2) Enjoys creative mediums(paint, play dough etc.)	
Self	1) Identifies five or more body parts 2) Lifts and drinks from cup (with no lid) 3) Walks to room exit door when alarm sounds	4) Utilizes spoon to eat 5) Helps to clean up toys in room
Language Development	1) Begins to enjoy and participate in musical activities 2) Uses more than one word in sentences 3) Can follow simple one step directions	
Social Development	1) Is interested in other children's actions 2) Can verbalize simple wants and needs 3) Shows concern for friends emotions - empathy	4) Beginning to make own decisions 5) Shows a sense of autonomy
Problem Solving	1) Can complete a four-piece puzzle 2) Can sort different types of toys to store 3) stacks 2 or more blocks	
Memory	1) Refers to self, caregivers and friends by name 2) Points to common objects when named 3) Associates use with common objects	

The children in the Polliwogs room work toward these goals throughout their day by experiencing group play, positive role modeling, story time, and art activities and outside play.