

Welcome to Tadpoles Two!

This room opens at 7:30am, if your child gets dropped off earlier than that, they will be going to Preschool. 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. 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. 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 that your child has created as well as the occasional communication from your child's teacher and the center.

What do I need for Tadpoles Two? - (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)
 Water bottle
AT LEAST 2 COMPLETE SETS OF CLOTHING AT ALL TIMES
 Sweatshirt and jacket as needed
 DO NOT leave any special items, as they can be misplaced
 If your child is potty training please see attached "Potty Training for Toddlers" Handout.

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 shoes (sandals, crocs or flip flops with backs etc.)

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.) NEVER leave medication in a bag on the child's hook.

Nutrition

Included in the tuition are morning snack, milk with lunch and limited 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. You are also welcome to pack additional snacks if you would like. NO soda, sweetened drinks, candy, peanut products or products with traces of nuts are allowed with lunches or snacks. Lunch dishes will be returned, when possible, 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 labeled 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. If your child needs a small sleep toy or blanket for comfort, these will be given to them at 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. It is best to avoid lunch break times unless it is an emergency.
- 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

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. 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)

September	Five Senses, My Body/Feelings	March	Weather
October	In the Pumpkin Patch	April	Gardening
November	Giving Thanks/Manners	May	Bugs and Nature
December	Holidays and Friends Around the World	June	Under the Sea
January	Arctic Life	July	Summer Curriculum
February	Farm Animals	August	Summer Curriculum

Tadpoles Two Room Goals (brief overview)

Gross Motor Skills	1) Jumps with two feet 2) Claps with rhythm	3) Uses climbing equipment with ease 4) Catches a rolled ball and rolls it forward
Fine Motor Skills	1) Can cut with scissors 3) Picks up and inserts objects with ease	4) Uses pincer grasp 5) Fills and empties containers with sand or water
Art/Creativity	1) Scribbles in a circular motion 2) Applies collage pieces to glue with intent	3) Enjoys creative mediums (paint, play dough etc.) 4) Makes a mark on paper with purpose
Problem Solving	1) Can follow one step directions 2) Differentiates past from future	3) Knows the daily schedule in sequence
Math	1) Knows basic colors 2) Knows basic shapes	4) Recognizes differences in size and shapes 5) Counts objects to ten
Social Emotional Development	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
Self-Identity	1) Separates from parents without difficulty 2) Takes part in conversation	3) Makes an activity choice without teachers help 4) Plays independently of staff
Language Development	1) Enjoys circle time 2) Asks questions	3) Takes part in conversations 4) Speaks in expanded sentences

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 for 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:

- ☞ Pull up style diapers or quilted, cotton training pants, or several pair of underwear
- ☞ All clothing should be easy for the child to manage independently
- ☞ 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. Despite the expense of diapers it is very important for your child's success to not stay in a wet diaper. Sometimes tabs break and tape is not handy.