



# SCHOOL FOR LITTLE CHILDREN

*Bellaire United Methodist Church*

4417 Bellaire Boulevard Bellaire, TX 77401 713.666.1111

## **Mother's Day Out and Preschool**

**2017-2018 Parent Handbook**

**Note:**

**If English is not your first language, please provide us with contact information of a person that can serve as an interpreter for any printed communication.**

## ***Philosophy***

School for Little Children provides a safe nurturing environment that promotes the development of the “whole child”. Experienced teachers provide developmentally appropriate activities and experiences that encourage intellectual, social, emotional, physical, and spiritual growth.

## ***NAEYC Accreditation***

Our programs are accredited by the National Association for the Education of Young Children (NAEYC) National Academy of Early Childhood Programs. Accreditation is a voluntary program for centers that choose to meet the high quality standards defined by NAEYC Accreditation criteria. A copy of the criteria is available in the School for Little Children office or on the NAEYC Web site at [www.naeyc.org](http://www.naeyc.org)

## ***Mission Statement***

The School for Little Children staff and families will work as a team to provide quality early childhood education in a Christian environment as an extension of the Bellaire United Methodist Church family outreach ministry.

## ***Licensing***

We are licensed by the Texas Department of Family and Protective Services and meet all Texas Minimum Standards for Child-Care Centers. A copy of these standards and our licensing inspection reports are available in the School for Little Children office. For more information these numbers may be helpful:

Childcare Licensing ..... 713.940.5200  
Child Abuse Hotline .....1.800.252.5400  
(from across the United States)  
TDFPS Web site: [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

## *Enrollment*

Registration for all School for Little Children programs for the next school year takes place in February and March.

Applications and registration information is available on the church website for all current families and other interested parents in the middle of February. A random drawing, done by School for Little Children Board members, takes place the first week of March. Priority for registration is given to church members and currently enrolled families. All other places are filled in the order of their drawing number.

Parents will be notified of their status by the middle of March. Registration is complete when all fees have been paid and when we have received the coming year's May tuition which is due the middle of April.

Waiting lists are created from applications remaining after all places have been filled. Any openings during the school year are filled from these lists.

## *Withdrawal Procedures*

If it is necessary for a child to drop out of the program, the School for Little Children staff and your child's teacher must be notified in writing **at least 2 weeks in advance** so a child on the waiting list may be enrolled. Please note that the May tuition paid prior to the start of school is non-refundable upon withdrawal. Not all children are ready to enter a group program. We reserve the right to determine if a child should not attend. In this case, refunds will be made for the unused days.

## Tuition

Monthly tuition is due, in advance, on the first school day of each month. Tuition is an annual amount which is divided into nine equal payments for your convenience. (*Note: May tuition is paid prior to the start of school.*) Families may also make one payment at the first of the year or divide the year into two payments. Tuition is due regardless of days missed. **A late fee of \$50 will be charged for tuition received after the 15th of the month. Please note: Tuition statements are NOT SENT.**

Families with two or more children in School for Little Children programs may take a five percent discount. The annual registration fee and supply fee do not apply to tuition. Because we have an excellent school with low tuition rates, it is important that payments be made promptly. In cases of unusual needs we can discuss scholarships.

Tuition may be mailed or brought to the School for Little Children office across from Room 104. When sending it by mail, please write on the envelope: **“Attention SLC”**. All tuition checks should be made payable to **School for Little Children**. If you pay in cash, we want to give you a receipt. School for Little Children does not accept credit cards.

## Communication

We will make every effort to provide ongoing communication throughout the year. Please let us know if we can improve our communication to you in any way. Following are some ways we will communicate with you:

- Visitation days for students before school begins
- Parent Orientation Meeting in September
- Fall phone conferences
- Parent/Teacher conferences for preschool students in February (Mother's Day Out parents will conference via phone)
- Newsletters and e-mails
- Dry erase boards outside each classroom give parents information about weekly classroom activities
- "Parents Ask Us" information sheets provide parent education about frequently asked topics. These include:
  - Getting Off to a Good Start
  - Discipline
  - Toilet Training
  - Fears
  - Media
  - Spiritual Development

## ***Grievance Procedures***

All grievances should be brought to the attention of the Director. Every effort will be made to resolve problems and issues related to the children, the school, and the staff, while giving the best interest of children the utmost importance. In the event of a lack of agreement between a parent and the School for Little Children staff, the Director will ask the School for Little Children Board of Directors to arbitrate and will abide by their decision.

## ***Confidentiality***

School for Little Children ensures confidentiality of child and family information. Children's files are kept in a locked file cabinet in the office. Only School for Little Children staff and regulatory authorities have access to this information. A "Consent to Share Information" form must be filled out by a parent in order for any information to be shared with outside professionals or schools.

## ***Curriculum***

We offer a play based curriculum based on NAEYC guidelines for "developmentally appropriate practice", the High/Scope Key Experiences and the Texas Education Agency Curriculum Guidelines. Activities are offered through classroom learning centers that provide experiences with language, literacy, creative representation, social relationships, music,

## ***Educational Evaluations***

When a parent, teacher, and director agree there is a need for a professional evaluation, we are glad to provide the services of our educational consultant and a referral list of other professionals. If your child has had a diagnostic educational or behavioral evaluation, please share with the School for Little Children director. Early intervention is best and we want to make sure that this is the best learning environment for your child. For children who have identified disabilities and/or learning differences, we are glad to work with other educational professionals to carry out IFSPs and IEPs.

## ***Assessing the Developmental Growth of Children***

Teachers assess the growth and development of children beginning the third week of school through classroom observations throughout the year. Teachers are trained to use assessments and parents have an opportunity to see the assessment instrument and learn how it is used during the Parent Orientation meeting in September. We use a variety of assessment methods in order to assess learning across differing cultures, experiences and abilities. These include a developmental checklist, anecdotal notes, and the documentation of children's learning activities.

We find assessment helpful for several reasons. It helps parents and teachers communicate effectively the growth and needs, as well as the interests, of the child. When outside screenings and diagnostic testing are needed, assessments provide helpful information. They also give teachers valuable information needed to adapt and redesign lesson plans to meet the developmental needs of children. Assessments help teachers gather information on all areas of a child's development and learning. These areas include cognitive skills, approaches to learning, health, and physical development, as well as self-help skills.

When special services require information from norm-referenced and standardized tests for eligibility for special services, we invite other professionals to assess the child in the classroom setting.

Assessment information is exchanged with parents twice yearly. You will receive the developmental checklist at the Parent/Teacher conference in February and then again at the end of the year in May. These records are kept confidential and stored in a locked file to be viewed by parents and the School for Little Children staff. When it is necessary, parents may request records to be shared with other professionals.

## ***Learning Differences and Special Needs***

We want to make sure that School for Little Children is the best learning environment for your child. If your child has an educational evaluation, please share the results with our Director. While we are able to meet the educational needs of most children, sometimes School for Little Children is not the optimal environment for every child. Early intervention in the right setting is vital for optimal success.



## **Curriculum and Objectives**

Our curriculum is based on the High/Scope Key Experiences and the Texas Education Agency's Early guidelines. The High/Scope experiences are outlined for Infant/Toddlers and for Preschool children. They give teachers objectives in the following areas: creative representation, language and literacy, initiative and social relations, movement, music, classification, seriating, numbers, space and time. The Texas Education Agency's "Early Guidelines for Infants, Toddlers and Three Year Olds" and "Pre-Kindergarten Guidelines" also guide our curriculum. Classroom activities and lesson plans are designed based on these standards.

## **Discipline and Guidance**

At School for Little Children we take a "whole child" approach to learning. We teach and foster growth in all areas of development. The domains of social and emotional development are no exception. At SLC "discipline" means teaching. We work on expressing feelings, negotiating conflict, self-regulation and appropriate social interactions. We use a variety of positive guidance methods which include redirection, coaching and direct teaching. At no time will teaching staff use physical punishment or engage in psychological abuse or coercion. When a child displays "challenging" behavior we will make every effort to address the behavior. We will assess the function of the behavior. We will work with parents and other professionals to develop a plan to address the behavior using positive support strategies. In the event that these methods are unsuccessful, we reserve the right to dismiss a child who:

- consistently disrupts the learning process
- is destructive
- uses abusive language
- causes physical harm to other students and/or teachers
- needs individual assistance or care which can not be provided by the School for Little Children.

## Health

### Records

Health records are kept confidential and may be accessed by School for Little Children staff and emergency medical personnel only.

### Hearing and Vision Screening Requirements

All four year old classes will have vision and hearing screening by a certified screener. Parents will be notified only if there is a problem.

*Note—All School for Little Children staff have completed an Employee Health Assessment with their physician. Teachers will receive adult immunizations if a risk to a child is identified.*

### Immunization Requirements

All incoming students **MUST** be up to date on their immunizations listed below, as defined by the Texas Health Department and Child Care Licensing. School for Little Children will not accept affidavits or exemptions.

- DTP
  - \* Diphtheria
  - \* Tetanus
  - \* Pertussis
- HepB
- HiB
- MMR
- Polio
- Hepatitis A
- Varicella
- Pneumococcal conjugate (PCV7)

## Health

### ***When to Keep Your Child Home***

You will be notified immediately if your child becomes ill. Please help us provide a safe and healthy environment for all children by keeping your child at home if he or she has:

- had a fever greater than 100 degrees in the last 24 hours
- had diarrhea or vomited in the last 24 hours
- been on an antibiotic for less than 24 hours
- heavy nasal discharge
- a constant cough
- any symptoms of a possible communicable disease
- irritability or is generally not himself/herself

**Children may return to school after they are symptom free for 24 hours without medication. Please notify the Director if your child has a communicable disease so that other parents may be alerted.**

### ***Food Allergies***

If your child has food allergies, please provide an individualized care plan from your child's health provider. Include your written permission for School for Little Children to post your child's name and food allergy in the classroom as a visual reminder for teachers and staff.

## Health

### **A** *Administration of Medications*

We follow State Guidelines regarding the administration of medication including over-the-counter products. Pick up a copy of the guidelines in the school office if your child needs medication while at school. **Do not send any medication for your child to administer to himself or herself. Medication should never be sent to school in a backpack. Please send any medication to the School for Little Children office.**

Trained staff will administer both prescription and over-the-counter medications only if the child's Health form documents that the parent or legal guardian has given written permission. This record should include instructions from the licensed health provider who has prescribed or recommended medication for that child; alternatively, the licensed health provider's office may give instruction by telephone to the trained staff.

If your child needs to be medicated during the school day, please bring the medication to the school office and we will ask you to complete a medication form.

### **H** *Health Emergency Procedure*

All teachers and staff are certified in CPR and First Aid. In the event of a medical emergency, we will call 911 and then notify you immediately.

## **Arrival**

Accompany your child to the classroom door. Your child's teacher will be at the door to greet him/her at 9:00 a.m. **Please arrive on time.** It is difficult for a child to enter a group when morning activities have begun. Children should not be left in the classroom if the teacher is not there to receive them.

## **Pick-Up**

To ensure a safe and orderly transition at pick up time, please wait outside the classroom door unless the teacher invites you inside. Siblings and carpool children should not go into the classroom. **Pick up children on time. They become worried when they are not picked up and teachers have other obligations after school.**

If it is necessary for you to pick your child up early, please let us know in advance. Come to the school office and your child will be brought to meet you there. **Please notify the office and teachers in advance when someone other than a parent or carpool driver is to pick up a child. Those not known by the teachers must present a driver's license and secure a permit from the school office before picking up a child. This includes all family members that teachers do not recognize.**

## **Stay and Play**

Children attending Preschool have the option of staying for *Stay and Play* on Tuesdays and/or Thursdays until 2:00 p.m. for an additional fee. Turning-three classes (Ladybugs and Chickadees) are not included until after Christmas. Payment must be made prior to or on the day the child stays. The child may not stay unless payment is current.

## **School Schedule**

Basic hours of operation are 9:00 a.m. – 12:00 noon (Monday, Wednesday, Friday)  
and 9:00 a.m. – 2:00 p.m. (Tuesday, Thursday).

<b>Day Away</b>		<b>School for Little Children</b>		
		M-T Classes	W-Th-F Classes	M-F Classes
Mon	9-12	9-12		9-12
Tues	9-2	9-12 12-2*		9-12 12-2*
Wed	9-12		9-12	9-12
Thurs	9-2		9-12 12-2*	9-12 12-2*
Fri			9-12	9-12

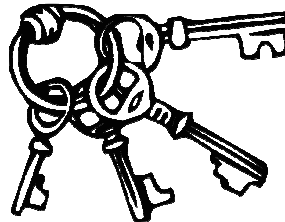
\* optional Stay & Play

## **Security - Building Information**

The front doors accessed from the Bellaire Blvd. parking lot and the back doors will be opened at 8:30 each morning. Parents may use the front or back lots when bringing children in the morning. Doors to the building will be locked at 9:15 each morning. The **only** open doors after that time will be the church office door near Newcastle at the rear of the building and the door by the chapel. There will be no exceptions to this procedure. If children are later than 9:15 arriving, you must enter through these doors. A security guard will be on the premises from 8:30 until 12:30 each day. He will be posted between these doors to greet all visitors to the building.

We hope parents will feel welcome at the school at all times. In order to help children develop independence and to avoid disruption of classroom routines, we prefer that parents let us know in advance that they are coming. All School for Little Children visitors and volunteers (including parents) must sign in with the school office, wash their hands and wear a Visitor name tag.

***Note: School for Little Children and Bellaire United Methodist church is a non-smoking facility. Firearms are not permitted on the grounds.***



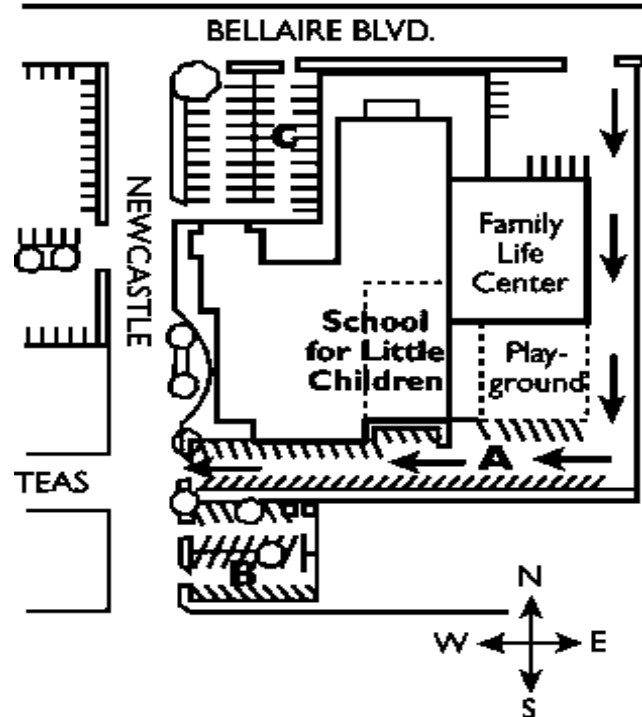
## Parking Lot Safety

Because the safety of children is our highest priority you are asked to follow these guidelines when leaving and picking up children:

1. Parents are welcome to use any of the church parking lots. (A, B, and C on map)
2. The back lot (A) is **One Way** to be entered on Bellaire Blvd. **Do not enter from Newcastle.**
3. This church has many active senior adults. Please **do not** park in handicapped spaces.
4. **Drive very slowly in the parking areas at all times!**
5. Do not park in the No Parking spaces which are marked with red or yellow curb paint.
6. **Do not leave unattended infants or children in cars.** This is against the law as well as unsafe.
7. **Do not leave valuables in your car.**

\*Please share this information with all persons who take and pick up your child from school!

## Parking Lot Map





## ***Emergency Plans and Procedures***

First and foremost, we will do all in our power to keep your children safe and comfortable.

- School for Little Children teachers and staff are trained in CPR and First Aid, and we have first aid supplies available.
- If evacuation of the building is required, we will follow our regular fire drill procedures. (We practice fire drill procedures once a month as well as inclement weather and emergency lock-down drills quarterly). If necessary we will relocate to the parking lot across Newcastle.
- If we are required to “shelter in place” we will move to the Fellowship Hall in the center of the building. If necessary, the building will be locked down and we will seal doors and vents. Emergency food and water supplies will be available.
- For weather emergencies, we will gather in the back hallway behind the school office until it is safe to return to the classrooms.
- For an emergency, we will put a voice mail message on the school telephone (713.666.1111) which will give parents all pertinent and available information. If there is enough time, classroom coordinators will be contacted and asked to call each family on their list.
- Parents can help us by keeping emergency contact information current at all times.
- In most cases School for Little Children will follow HISD’s lead in closing school due to inclement weather or other emergencies. School closure will be posted on the School for Little Children Facebook page ([facebook.com/BellaireSLC](https://facebook.com/BellaireSLC)) The school voice mail message will indicate when school will resume.

## ***Evaluation***

At the end of the year you will be given an evaluation form and asked to formally evaluate our program. We value your ideas and suggestions at any time during the year as well as on this formal evaluation.

## **Parent Visitation/Participation**

Please sign in at the School for Little Children office and get a nametag and wash your hands before visiting a classroom. Parents and other family members are encouraged to participate in the program. Watch for notices near classroom doors and in newsletters for opportunities in addition to the following:

- **Parent Orientation** is a parent information meeting held in September. It is an opportunity to visit your child's classroom and hear about activities and plans for the year. This is an important "Adults Only" meeting and there will be **no child care** at the church that evening.
- **Book Fair** is a fund raiser held at Barnes & Noble in the Fall. The Book Fair committee is an opportunity to plan this wonderful event and get to know other parents in the process.
- **Class Activities** are enriched by parents who are willing to talk about careers or hobbies, help with cooking projects or field trips, or read to children in the classroom. Outdoor Days in May are another way to volunteer. Tell us about your interests and talents!
- **Special Projects** watch the newsletter for more opportunities to help with special projects.
- **Open House** is a big celebration in the spring. Children come with families, relatives and friends! Classrooms are open for visitation. Cookies and punch are served outside the Parlor.
- **Classroom Coordinator** may be one or two parents that help the teacher coordinate any classroom volunteer activities. They also relay relevant information to other families when asked by the Coordinator Chairperson.
- **Library Volunteers** may be two to three parents of 4 year-olds that work with librarians to help children check out and return library books

# Preventing and Responding to Child Abuse and Neglect

In accordance of the Texas Department of Family and Protective Services (TDFPS) minimum standards 746.501 (25), School for Little Children provides annual training to all staff on preventing, recognizing and reporting child abuse and neglect. Training includes warning signs that a child may be a victim of abuse or neglect and prevention techniques for child abuse and neglect. As a licensed daycare center, we are required to report all suspected cases of child abuse and/or neglect immediately to the TDFPS Child Abuse Hotline or a law enforcement agency. Failure to report suspected child abuse or neglect is a crime.

For parents and caregivers, we recommend the awareness and prevention help provided in the website “Help for Parents. Hope for Kids” at <http://www.helpandhope.org/>

If you or your child is a victim of child abuse or neglect, please refer to the reporting contact information below.

## Report Abuse

- By Phone: **1-800-252-5400**
- **Online:** [Texas Abuse Hotline](https://www.txabusehotline.org/Login/Default.aspx) <https://www.txabusehotline.org/Login/Default.aspx>

Call our Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide, or report with our secure website and get a response within 24 hours.

*We cannot accept email reports of suspected abuse or neglect.*

For security purposes: If you created an account on the Abuse Hotline Website before December 18, 2016, you'll need to create a new account.

## Classroom Information

### Morning Welcome

*High/Scope Key Experiences covered:*



*Being sensitive to the feelings, interests, and needs of others*



*Building relationships with children and adults*



*Morning greetings  
build a sense of  
belonging.*

## Classroom Information

### Snacks / Lunches

Please send a small snack to school each day in a baggie labeled with your child's name. All food sent should be food that is safe to serve at room temperature. Fruit, vegetable sticks, crackers, or cheese cut into appropriate bite size pieces are good choices. Children younger than 4-years old may not be offered:

- hot dogs (whole or sliced into rounds.)
- whole grapes
- nuts
- popcorn
- Raw peas
- hard pretzels
- spoonfuls of peanut butter
- chunks of raw carrots or meat larger than can be swallowed.

*Note: All uneaten food will be returned to you.*

You will have an opportunity to sign up to provide classroom snack two or three times during the year. Food that comes from home for sharing must be whole fruits or commercially prepared packaged foods in factory sealed containers. Check with your child's teacher to find out about any food allergies. Sometimes the snack will be the result of a classroom cooking project.



*Children feel good about completing independent tasks.*

#### **High/Scope Key Experiences:**



*Taking care of one's own needs*



*Participating in group*

## **Classroom Information**

### **Clothing**

Please dress your child for active play which will include sitting on the floor or in the sand pile, painting, or participating in other messy activities. Shoes should have rubber soles. Flip-flops, crocs, and slick soled shoes are **not** safe for school. Cowboy boots should only be worn during rodeo week. In cold weather dress your child in clothing warm enough for outdoor play. **Please put your child's name in all removable clothing.**

### **Photography**

We take many photographs of classes, classrooms, and individual children. These photos are used to share with parents, document a child's learning and may be used in educational presentations, brochures or on our Web site. Most of the pictures will be available to parents at the end of the school year. Photos will not be used without your permission on the "Release from Liability and Photo Waiver" form.

### **Transportation / Field Trips**

School for Little Children does not provide transportation. Off-site field trips are planned very rarely for the four-year old classes. Before field trips, parents will be notified of details and will be asked to sign a permission slip for their child to participate. If transportation is required for a field trip, parents are asked to volunteer to drive. Volunteer drivers are asked to submit their driver's license and proof of insurance. We also require that appropriate safety restraints are available for each child in a vehicle. Teachers will take the emergency forms with them, a cell phone and a first-aid kit. If there is a problem with transportation vehicles during the trip, office staff will arrive to pick up children and transport them back to school. Walking field trips will observe all pedestrian safety guidelines. Teachers will count children upon departure, arrival at destination, upon departure back to school and upon arrival back at the center.

## **Classroom Information**

### **Birthdays**

Birthdays are important and are recognized at school. Your child may bring simple, easy-to-serve refreshments to share (nothing elaborate, please!). Remember, food that comes from home for sharing must be whole fruits or commercially prepared packaged foods in factory sealed containers. (Supermarket or bakery packaging is okay!) Make arrangements with the teacher ahead of time. Do not send treat bags or other birthday favors to school. When planning your child's home birthday parties, please send invitations by phone or mail; birthday invitations may not be sent home from school.



*Celebrating birthdays simply keeps the focus on the child.*

### **Other Celebrations**

Holidays are kept low key at School for Little Children. We ask that children not wear costumes to school for Halloween. We also ask that you not bring treat bags or other candy to school for Halloween or Valentine's Day. It has been our experience that these things distract children from the wonderful learning experiences that teachers have planned for them.

## Classroom / Playground Information

### Water Activities

Water tables/tubs are available in classrooms on a regular basis. They are emptied, cleaned and sanitized daily. Occasionally water tables/tubs may also be available on the playground. In the spring, on special Outdoor Days, we often use sprinklers, wading pools, and garden hoses. Sunscreen and insect repellent must be applied at home. Remember that DEET is not recommended for children under 2 years of age.

### Playground

We invite you to enjoy our wonderful playground after school hours. Please know that food invites insects and rodents; therefore **eating on the playground is not allowed**. Evergreen Park is just blocks away for those who would like to picnic after school. In the morning, some children have difficulty with the transition from the playground into the classroom.

Please become familiar with our simple playground rules. We want to be united in our expectations for appropriate and safe playground behavior. For the safety of all children, please supervise your child at all times when playing on the playground.

#### GENERAL PLAYGROUND RULES

- ◆ Sand stays in the big sand box
- ◆ Walk on paved areas and on structures
- ◆ Sit in swings and swing properly..  
No twisting chains.
- ◆ You may climb up the “up arrow” slide and must slide down feet first on your bottom on the “down” slides.
- ◆ Shoes must be worn on the playground.
- ◆ Toys or equipment may not be carried on the climbing structure.
- ◆ Children are not allowed to sit in the windows of the playhouse
- ◆ Hands must be on chinning bars at all time.  
No hanging by knees without hands on bars.

## ***Classroom Information***

### ***Classroom Pets***

Pets may be available in classrooms. These might include guinea pigs, gerbils, birds, hermit crabs, or fish.

### ***Visiting Animals***

Occasionally, family pets may visit the classroom with permission from the teacher. Visiting animals should have documentation from a veterinarian or animal shelter to show that the animals are fully immunized and suitable for contact with children. Reptiles are not allowed in classrooms because of the risk of salmonella infection. Check with your child's teacher before bringing a pet to school.



*Classroom pets give children an opportunity to care for a living thing.*



**School for Little Children**

**Preschool  
Information**

## **Stay & Play**

Stay & Play is an optional program for children which extends their day until 2:00 p.m. and is a relaxed, fun time. The program is staffed by our teachers and regular substitute teachers. The family provides a lunch and drink. Children do not nap, but our license requires that we provide a brief rest time.

It is important that children be picked up promptly at 2:00 p.m. on Stay & Play days.

Turning-three classes (Ladybugs and Chickadees) are not included until after Christmas. Children who attend Stay & Play must be reliably toilet trained. The staff will feel free to tell parents if a child would do better not to stay.

The fee for Stay & Play is **\$17.00** per session and must be paid by 10:00 a.m. on the day your child participates. **A child may not stay unless payment is current.** Stay and Play fees must be identified with your child's name and classroom and brought to the office. Please bring a check or the exact cash as we are not able to make change in the office. Teachers do not accept money in the classroom. Stay & Play fees may be included with tuition checks at the beginning of each month or you may pay weekly.

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Please check the school calendar  
for  
Stay and Play start dates.

## ***Classroom Visits***

Before school starts your child's teacher will call to schedule a time for a brief visit with you and your child in the classroom.

## ***Conferences***

Classes will be closed for one day (for 2-day and 3-day classes) and two days (for 5 day classes) in February so teachers can schedule individual conferences with parents in our preschool program. Conferences are scheduled for half hour slots between 8:30 a.m. and 12:30 p.m. (Mother's Day Out children will have school on that Monday.) Teachers will contact you for a phone conference in late October or early November. At other times during the year, teachers and parents may communicate through written notes,



telephone calls, or scheduled conferences.

Teachers are not free to talk with you about your child when they are in the classroom. When there are questions, special concerns, or information teachers should have, please arrange a private time to talk.

***Please see the February calendar  
for the conference date(s) for your child's class.***

**School for Little Children**

**Mother's Day Out**

**Information**

## Visitation Day

Mother's Day Out classes will have a visitation day prior to the start of school. *Check the calendar in the back of this handbook for your child's visitation day.*

Children will come with their parents in small groups on a specified schedule during the morning. Teachers will call families in late August to schedule the Visitation Day time.

Plan to bring your child and spend time in the classroom visiting with the teachers, allowing children to become familiar with a new environment, and meeting other parents.

We also welcome family caregivers who will bring children to school or pick them up in the afternoon. We feel that this short visit eases anxieties for everyone when regular classes begin the next week.

## What to Bring

All children should bring the following items:

### Every Day

- A snack in a baggie labeled with your child's name
- Labeled bag with change of clothing and ample training pants or disposable diapers
- Labeled security items (special blanket, pacifier, stuffed animal, etc.)
- Labeled wraps for outside play when it is cool

### On Tuesday or Thursday

- lunch with a drink in a lunch kit or zip-lock bag
- nap mat
- light blanket for naptime cover-up

**All possessions (including all lunch containers) must be clearly marked with your child's name.**

## Mother's Day Out Daily Information

Parents must send a Daily Information Sheet each day with their child. This form includes helpful information about your child that teachers need as well as an emergency number where the parent may be reached that day. **THIS EMERGENCY NUMBER IS VITALLY IMPORTANT.** If the number you leave with us is your cell phone, please make sure your cell phone is turned on during the day.

Please be sure that we have on file the **current number** of other persons who could be reached (when parents are not available) in case of illness or injury. This same form is returned to the parents on Tuesday or Thursday. The back will be filled out by teachers with brief information important to parents concerning eating, sleeping, developmental information, activities, special requests, etc.

A supply of these forms is furnished to parents at the beginning of the year. Additional forms are available online at [www.bellaireumc.org](http://www.bellaireumc.org)

## Saying Good-bye

We recognize that it can be hard for parents and children to separate, especially if the child strongly resists. Be assured that a loving, but brief and firm, good-bye is best for all concerned. Please read the parent publication "*Getting off to a Good Start*". If you would like to check on progress during the morning, the office staff is happy to look in on your child and report to you. **Sometimes just a glimpse of a parent can upset otherwise comfortable children.** We will let you know, on an individual basis, if another plan needs to be made to ease separation anxiety.

## Food Suggestions

A small snack of finger food should be sent each day in a sandwich baggie labeled with your child's name on it. Teachers appreciate having lunches in lunch kits or divided covered plates rather than in many containers within children's equipment bags. Please label all lunch containers including thermos bottles and lids. We recommend drinks be sent in sipping cups with lids.

**Finger Foods** for ease of serving and good nutrition might include:

- Bite-size fruit. Please drain canned fruit; do not add sugar to fresh fruit
- Bite-size vegetables, cooked and drained
- Meat, bite-size pieces
- Cheese cubes; cheese and crackers

**Children younger than 4-years old should not be offered:**

- hot dogs (whole or sliced into rounds.)
- whole grapes
- nuts
- popcorn
- Raw peas
- hard pretzels
- spoonfuls of peanut butter
- chunks of raw carrots or meat larger than can be swallowed.

### **Absolutely:**

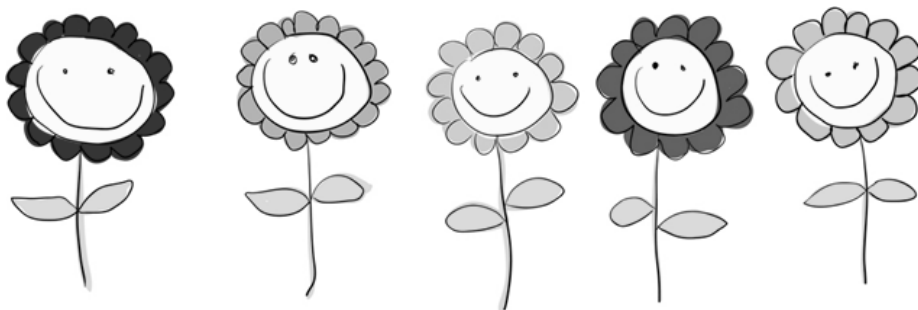
- **NO** glass containers
- **NO** juice boxes or squeeze-its
- **NO** prepackaged items - yogurt, applesauce, fruit cups, etc. Please put these items in covered containers so that uneaten portions can be returned.

## **Napping**

Children nap after lunch on Tuesdays in the Monday/Tuesday Mother's Day Out classes and on Thursday for the Wednesday/Thursday class. Children nap on nap mats purchased by parents. Parents are asked to cover the mats. On napping days, children bring their nap mat and a light blanket to school. Teachers will arrange mats on the floor and help children settle on them. Blinds are lowered and teachers play soft music to encourage children to sleep. During this time, teachers monitor children.

## **Toilet Training**

Children who are being toilet trained at home often regress at school during the process. This is normal and to be expected. Please send adequate clothing in preparation for toileting accidents. If your child is in the very early stages of toilet training, a diaper may be more suitable. Please talk to your child's teachers so we can provide consistency.





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