

# *Toddler Twos*

## *Parent Handbook*



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**Dear Parents,**

**Welcome to the Toddler Twos Class. I am very excited to have you join our class this year. We hope to develop a wonderful relationship with you and your child. It is my goal to help you and your child feel welcome. Our goal is to provide a fun loving and secure environment for your child while you are away.**

**My career in Early Childhood Education began in January 1993. I began as a Home care provider during my husband's Navy career. I made the decision to work outside the home when we moved to Pensacola. I was fortunate to begin employment with ERCCD on September 1999. I started as an assistant teacher in the infant toddler class and moved to the lead teacher of the Two year old class in August of 2000.**

**My education and training in early childhood education consists of a National Child Development Associate and completion of all required training for the development of infant, toddlers and preschool programs as mandated by the department of children and families. I am also a certified Infant/toddler Trainer to help other teachers build developmentally appropriate programs.**

**My staff and I will do everything possible to help you and your child make a smooth transition into our classroom.**

**Thank You,**

**Ms. Claudia Moncada**



## **Twos Daily Schedule**

**7:00 Arrival for all children - Breakfast - Free play**

**7:30 Children go to perspective classrooms - choice of centers for twos.**

**8:30 Breakfast ends - table centers are opened**

**8:45 Diapering/toileting needs while cleaning up classroom.**

**9:00 Morning Snack**

**9:20 Circle time - Story Time - music and movement time, Teacher directed activities, choice of centers**

**10:20 Outdoor learning Time**

**10:50 Children slowly brought in to wash hands to have lunch**

**11:00 Lunch Time**

**11:30 Diapering/Toileting needs - self reading at mat**

**12:00 Nap/Quiet Time - Quiet Box**

**2:30 Nap/Quiet time ends - Diapering/Toileting needs - Shoes on choice of centers. Prepare for p.m. Snack.**

**3:00 Afternoon snack**

**3:20 Story time - daily recap**

**3:30 Outdoor learning Time**

**4:30 Children Come in - Diapering/toileting needs, prepare children for departure. Limited Centers.**

**5:15 Join other classrooms in lobby to wait for parents**

**5:30 Center Closed**



## Important things to bring to school

- Family Picture – to help ease transition
- Small Travel pillow and child sized Blanket – no standard size pillows or blankets please. Children will be asked to put away their nap time items to help encourage self-help skills. Proper size items make it easier for them to accomplish this task.
- Lunch Box – Please bring a nutritional lunch along with your choice of drink for your child. Take out cold items and place in refrigerator. Please **always label** your child's lunch items especially their cups.
- Two sets of weather appropriate outfits including underwear and socks to keep at school
- Diapers or pull ups – These will be stored in the bathroom for easy access. You are welcome to bring large containers of diapers. We will notify you when your child is running low.
- Sunscreen and bug repellent – You will be asked to sign a sheet giving us authorization to apply.
- Soft sleeping friend for nap time

Department of children and families ask that all of the children's food items be labeled by parents. Personal items also need to be labeled to ensure proper placement and its return home.

Cubbies have been labeled for your convenience to ensure proper placement of all their personal belongings. If you are in need of help in the morning, please let one of the teachers know and we will be glad to help.



## Things to Know

**Playtime** - Children need to be dressed in “play clothes” that will allow them to play and explore a wide variety of activities including messy or painting activities.

**Shoes** - For safety reasons children must wear well closed toe shoes during outdoor play. For maximum safety and development of their large motor skills we recommend well fitted sneakers. No Crocs, flip flops or any open toe sandals all allowed.

**Dropping off** - The staff will be ready to assist you each morning during this difficult time. If you would like, your child may bring a toy from home to help ease transition. Your child is not made to share this special toy it is for their comfort only.

**Cut off dropping off time** - In accordance with center policy children may not arrive to school between 10:30 a.m. and 2:30 p.m., dropping children off between these times is very hard on the children.

**Picture** - Please bring a family picture to put on our family tree. This picture can provide comfort to your child while you are away. Individual pictures of family members are fine if you do not have a family picture.

**Birthdays** - We love celebrations the children’s birthdays at school. You can provide cupcakes and juice for morning or afternoon snack on your child’s birthday. The class will sing happy birthday and take pictures on this special day. In the event you are not able to be here we will be happy to take pictures for you. Please let us know ahead of time if you are bringing cupcakes to give us the opportunity to prepare for this event and fit it into our daily schedule.

**Medication slips** - In order for staff to administer medication, a medication slip must be completed in full with specific time and dosage. The dosage needs to match the prescription or the directions for over the counter medications. Medication slips for antibiotics may be filled out for up to a week. A slip will also be needed for diaper cream. Please label your child’s medication. Once you’ve filled out the medication slip please hand it to one of the teachers for reviewing before you leave.

**Illness** - If your child is mildly ill he/she is welcome to attend. If your child is contagious or has a temperature of 101 we ask that you keep your child at home to help us minimize the spread of contagious disease. Should your child become ill or develop a fever of 101 or above you will be called to pick up your child.



## **Meal Times**

**Breakfast** – Morning times can be very hectic with many children needing attention and comforting. Please bring an already prepared breakfast for your child. We will be happy to re-heat when your child is ready to eat. Tables will be cleared at 8:30 to allow space for the children's activities. If you're child has not had breakfast by this time we will be happy to serve it to them with snack at 9:00.

**Snack** – Snack is provided by the center at 9:00 a.m.

And 3:00 p.m. Please let us know of any allergies or special meal time needs your child may have so we may accommodate accordingly.

**Lunch time:** Please provide a nutritional lunch along with juice or milk for your child. (We do not provide juice) Due to limited space we are unable to store extra juice or food in the refrigerator. You may bring leftovers for us to reheat but we ask that you not bring frozen or unprepared meals. Meals such as these require too much preparation and wait time before your child can eat his/her lunch.

**Divided dishes** – Please separate cold items from items needing to be heated. Placing cold items in separate containers is best.

# Potty Training

We would like to welcome you to the toddler twos classroom. If you are now potty training or are interested in your child getting potty trained this is a must read for you.

Please be patient. Keep in mind that age is not an indicator or readiness. When the adults are ready to move forwards with potty training and the child is not ready physically or mentally. This can become a very difficult process for everyone involved. I believe the children will thrive with patience, understanding and time.

First two weeks - We prefer the children are comfortable with us and their environment before attempting to potty train. We will observe and assess your child's potty activity. Once assessed we will let you know if your child is showing signs of readiness. At this time we will inform you to be sure you are also on board with this decision and are also ready for the potty training process and inform you of things to bring to help ease the process. We will not discourage a child from sitting on the potty if that is your child's wish; however, in order to focus better on each child's individual potty needs we will only train a few at a time.

Underwear - Please keep in mind that at school certain things are done differently. We have to consider cleanliness of our class environment and our class program. With 15 Children in our class moving everywhere it is important that we keep accidents to a minimum before transition them to underwear full time. When your child's accidents are at a minimum they will be transitioned into underwear in the class.

Once your child makes the transition to underwear please provide plenty of underwear and extra pants and socks in case of accidents. We will notify you when your child is running low on these items. We are unable to wash wet or soiled items at school. These items will be bagged and sent home to be washed.

**NO ONESIES, JUMPSUITS, BELTED PANTS OR OVERSIZE DRESSES.** Easy on Easy off Clothing is best for potty trainers. This clothing will help us get them to the bathroom on time minimizing accidents.

If the child shows signs of regression avoid putting them back in diapers or pulls ups during the day. When this happens the child is getting the message that it is okay not to use the potty. Instead temporarily limit drinks and send him to the potty more often. Let the child know "It's time to go potty" vs "Do you want to go potty?" Most times your child's answer will be NO even when they need to.

Thank you for your patience and understanding. I hope for us to be able to work together during this challenging process when your child is ready.

Ms. Claudia Moncada