Table of Contents

- Letter from the Lead Teacher
- Things to Remember
- Daily Schedule
- DCF Resources and Regulations
- ERCCD Holidays and closure dates
Welcome Families,

Hello and welcome to the Young Toddler classroom. My name is Saira Carr and I will be your Lead Teacher. I am very excited to welcome you and your child in what I recognize may be your first experience in an early child care setting. I understand you may be just as excited as nervous about this new transition and I look forward to helping you and your child ease into this new and exciting time. Our goal is to provide a nurturing, secure, and fun environment for your child while you are away.

I began my career in early education after completing my B.A. in Psychology from the University of West Florida in 2009. I began teaching at the UWF Education Center in 2011 before relocating to Northern California. While in California I taught at Bright Horizons Family Solutions as the Lead Teacher in the Older Toddler and Preschool One classrooms from 2012-2014. I then transferred to Pixar Animation Studio’s Center for Child Development where I taught as the co-teacher for the Preschool One classroom from 2014-2015. I returned to Florida in 2016 to be closer to family and friends.

While my passion is early education, my early studies were in biology. As I evolved into an early educator I discovered that toddlers, in fact, make the perfect scientists and explorers. I keep this in mind while creating my lesson plans and activities and incorporate a lot of tactile and sensory play which can, at times, get messy.

I look forward to getting to know you and your child as we begin this new adventure together. Now let’s go make some memories!

Saira Carr
Things to Remember

Labels: Please be sure to label all food containers, bottles, clothing items, medications, and personal toys and blankets from home. We will have extra name labels provided for you if needed.

Cubbies: Each child will have their own assigned cubbie container. These are used for clothing and personal item storage. We ask that you please bring in at least 3 extra sets of clothing for your child. Please keep in mind that clothing should be non-restricting and allow for quick movement and exploration.

Shoes: Please take off your shoes upon entering our classroom, leaving them on the shoe rack outside the door. This will help us keep our floors clean and safe for crawling and scooting. Your child’s shoes may be stored in their cubbies.

Family Picture: Please bring in a photo of your family for our family wall collage.

Birthdays: If you wish to celebrate your child’s birthday at school please let us know and we will be glad to help.

Daily Communication Sheets: We use daily communication sheets to document everything from diapering, eating, general mood, to overall activity. Each child will be sent home with a communication sheet at the end of their day. If your child is in need of anything (extra diapers, clothing, etc.) we will include that on the daily sheet.

Diapers: Each child will have their own diaper basket located in the changing area. If you chose to bring in a box we can store that under the cabinet and use that source to refill their baskets. We will let you know when your child is running low via their daily communication forms. If your child uses cloth diapers please provide a bin to store soiled diapers.

Diaper Creams: If you are bringing in diaper cream please be sure to sign and date the semester-long permission slip form.

Sunscreen and Hat: We will be going for stroller walks around the Education Building and Japan Center. Please provide sunscreen for your child for such occasions. We also recommend a comfortable hat. There will be a separate semester-long permission slip for sunscreen.

Medication Slips: You will need to fill out a medication slip for diaper cream, oral/teething gel, allergy/cold medicine, sunscreens, and any other over-the-counter medications your child may need. Please be sure to specify time and dosage as we will be unable to administer the medication without this information. The dosage on the medication slip must
match the dosage on the medication package. A physician’s note is needed for any over-the-counter medications that read “For children under 6 consult a physician”. Please make sure all medications are labeled with your child’s name and come stored in their original packaging.

**Milk and Formula:** We have a small refrigerator in our classroom that may accommodate **1 Quart** of milk or formula per child. We have a bottle warmer in the classroom for use as well.

**Food and Snacks:** Each child is provided a small dry food and snack bin located in our overhead cabinet. Our refrigerator can accommodate meals and snacks that need to be kept chilled. Due to limited space we ask that you be mindful with the sizes of your containers. We clean out the refrigerator at the end of each week and send home all chilled foods and snacks that have not been consumed.

**Food and Snack Preparation:** In order to prevent a choking hazard we ask that you please cut up all solid foods into small portions. Specific foods to be cautious of are carrot sticks, grapes, apples, hot dogs, and some berries.

**Illness:** If your child is mildly ill they are welcome to attend unless that are contagious or running a temperature of 101°F or above. We simply ask that you please be mindful when bringing your child to school with a cold as we all share the space and toddlers love to share. If your child at any point during the day becomes ill with a fever we will contact you to come pick up. **Children sent home will not be permitted to return to class until symptoms and fever are absent for 24 hours OR you have a written note from your child’s physician stating that they are not contagious.**

We thank you for your cooperation. If you have any questions or concerns please don’t hesitate to ask your Lead Teacher.
Daily Schedule

We understand that at the beginning of the semester every child will be on their own feeding, napping, and activity schedule. One of our developmental goals is to help transition everyone from an individual to a general group schedule. The following is the projected group schedule we are working towards.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00</td>
<td>Center Opens. As young toddlers arrive they get their hands washed and choose a self-selected activity.</td>
<td></td>
</tr>
<tr>
<td>7:50</td>
<td>Large group teacher-organized activity. Activities are modified daily based on the overall disposition of the class.</td>
<td></td>
</tr>
<tr>
<td>8:45</td>
<td>SNACK TRANSITION – Begin cleaning up large group activity and wash hands</td>
<td></td>
</tr>
<tr>
<td>9:00</td>
<td>Snack and chat – we use this time to check in with our young toddlers to further advance their social and communication skills</td>
<td></td>
</tr>
<tr>
<td>9:30</td>
<td>Begin snack clean-up and diaper changes.</td>
<td></td>
</tr>
<tr>
<td>9:50</td>
<td>Offer milk/formula to those still taking morning bottles. For toddlers not taking a morning bottle we offer story time and puppet play.</td>
<td></td>
</tr>
<tr>
<td>10:00</td>
<td>Large group teacher-organized activity. Activities are modified daily based on the overall disposition of the class. Outdoor organized activity (weather permitting).</td>
<td></td>
</tr>
<tr>
<td>10:25</td>
<td>Break up into small groups for teacher-organized activities that are adjusted to meet individual learning goals.</td>
<td></td>
</tr>
<tr>
<td>10:45</td>
<td>LUNCH TRANSITION – small groups begin to clean up and wash hands</td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>11:40</td>
<td>Begin lunch clean-up and diaper changes.</td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td>Nap – offer milk/formula to those still taking a bottle before nap.</td>
<td></td>
</tr>
<tr>
<td>1:45</td>
<td>As young toddlers wake up they get their diapers checked/changed and choose a self-selected activity.</td>
<td></td>
</tr>
<tr>
<td>2:15</td>
<td>SNACK TRANSITION – Begin cleaning up self-selected activities and wash hands</td>
<td></td>
</tr>
<tr>
<td>2:30</td>
<td>Snack and chat</td>
<td></td>
</tr>
<tr>
<td>3:00</td>
<td>Begin snack clean-up and diaper changes.</td>
<td></td>
</tr>
<tr>
<td>3:20</td>
<td>Offer milk/formula to those still taking afternoon bottles. For toddlers not taking an afternoon bottle we offer story time and puppet play.</td>
<td></td>
</tr>
<tr>
<td>3:30</td>
<td>Break up into small groups for teacher-organized activities that are adjusted to meet individual learning goals.</td>
<td></td>
</tr>
<tr>
<td>4:00</td>
<td>Outdoor self-selected activity (weather permitting).</td>
<td></td>
</tr>
<tr>
<td>4:30</td>
<td>Begin to transition inside. Wash hands and offer story time or puppet play</td>
<td></td>
</tr>
<tr>
<td>5:00</td>
<td>Begin classroom closing procedures.</td>
<td></td>
</tr>
<tr>
<td>5:15</td>
<td>Gather all children and personal belongings, head up front to the lobby.</td>
<td></td>
</tr>
<tr>
<td>5:30</td>
<td>Center closes</td>
<td></td>
</tr>
</tbody>
</table>
To help ensure the health, safety, and well-being of our young toddlers and staff we ask that you take a moment to read over some of the regulations we follow in our classroom and center. For further reading and resources please visit [http://www.myflfamilies.com/](http://www.myflfamilies.com/)

**3.6.4 Safe Sleep**

A. All personnel that care for infants must follow safe sleep practices as recommended by the American Academy of Pediatrics (AAP) as referenced in Caring for Our Children Basics Health and Safety Foundations for Early Care and Education, which is incorporated by reference in 65C-22.001(7)(v), F.A.C. Cribs or playpens/play yards must have tight fitted sheets and no excess bedding, which includes but is not limited to: bumper pads, hanging mobiles, quilts, comforters, pillows, stuffed animals and cushions.

B. All programs must have a written policy and procedure to identify and prevent shaken baby syndrome and abusive head trauma.

C. When napping or sleeping, young infants who are not able to roll over must be positioned on their backs and on a firm surface to reduce the risk of Sudden Infant Death Syndrome, unless an alternate position is authorized by a physician. Written documentation from a physician of this authorization must be on file at the facility. Documentation must include the child’s name, child’s date of birth, description of sleep position required, description of any equipment needed, and length of time authorization is valid.

D. Children must not be placed in the cribs, playpens, play yards or other sleeping and napping bedding with items that could pose a strangulation or suffocation risk. Cribs, playpens, play yards other napping and sleeping bedding must be placed away from window blinds, draperies or any window treatment/cover that pose a strangulation hazard.

**3.9.6 Breastmilk, Infant Formula, and Food**

A. Breastmilk and formula must be handled in a sanitary manner at all times and according to manufacturer’s instructions and instructions by parents. If instructions are not readily available, child care personnel must obtain information from the World Health Organization’s Safe Preparation, Storage and Handling of Powdered Infant Formula Guidelines, as referenced in Caring for Our Children Basics Health and Safety Foundations for Early Care and Education, which is incorporated by in 65C-22.001(7)(v), F.A.C.

B. The provider must make sure all formula and food brought from home are labeled with the child’s first and last name. The provider is responsible for the label; therefore, if the label is not completed by the parent, the facility staff must put the label on when the formula or food is received.

C. Breastmilk or infant formula provided for a specific infant by a parent or guardian should not be fed to other children. In the event that the wrong breastmilk or formula is given to an infant in care, the provider must immediately inform the child’s parent or legal guardian of the incident, as well as the parent or legal guardian of the infant that the formula or breastmilk was intended for. These incidents must be documented as an accident/incident.

D. Prepared bottles must be placed in the refrigerator immediately and used within 48 hours.

E. Previously opened baby food jars must not be accepted at the center. If food is fed directly from the jar by the caregiver, the jar can be used for only one feeding and the remainder discarded.

F. Providers must develop and follow procedures for the preparation and storage of expressed breastmilk that ensures the health and safety of all infants, as outlined by the Academy of Breastfeeding Medicine Protocol, and prohibits the use of infant formula for a breastfed infant.
without parental consent, as referenced in Caring for Our Children Basics Health and Safety Foundations for Early Care and Education, which is incorporated by in 65C-22.001(7)(v), F.A.C.

3.9.7 Bottle Warming
For optimum digestion, breastmilk and infant formula should be served at body temperature.

A. Bottle warming devices and crock pots, including cords, must be kept inaccessible to children at all times.
B. Devices must be maintained on the lowest possible temperature setting and must be secured in such a way as to prevent them from tipping over, splashing, or spilling.
C. Any bottle warming device that has a water reservoir must be emptied, washed, and refilled each day.
D. Bottled breast milk, infant bottles, and formula must not be heated in the microwave.
E. Heated bottles and foods must be tested before feeding to ensure heat is evenly distributed and to prevent injury to children.
F. A bottle can only be warmed once. A warmed bottle cannot be returned to the refrigerator or re-warmed.
G. All breastmilk and infant formula left in bottles after feedings must be discarded within one hour after serving an infant. Unused breastmilk may be returned to the parent in the bottle or container provided.
UWF and ERCCD
Holidays and Closure Dates
2018-2019

August 27, 2018  1st Day of Fall Semester
September 3, 2018  Labor Day
November 12, 2018  Veteran’s Day
November 22-23, 2018  Thanksgiving break
December 24 - January 2, 2019  Winter break
January 7, 2019  1st Day of Spring Semester
January 21, 2019  Martin Luther King Day
March 11-15, 2019  UWF Spring break
May 3, 2019  Last day before summer session
May 27, 2019  Memorial Day