

2025-2026

# THE TWO'S CLASS

Mrs. Leah Hartigan

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# **WELCOME LETTER**

**Dear Parents and Guardians,**

**Welcome to the Two's class at the ERCCD! My name is Leah Hartigan, and I am truly excited to be your child's teacher this year. I look forward to a joyful year of growth, exploration, and connection—and to building a strong partnership with you and your family.**

**My top priority is creating a warm, safe, and engaging environment where each child can thrive. I believe in honoring each child's unique strengths, interests, and pace of development, and I am committed to supporting them as they grow socially, emotionally, and academically.**

**I began my career in early childhood education over ten years ago as a teacher's assistant, and my passion for teaching has only deepened over time.**

**After welcoming my first daughter in 2018, I took time away from the classroom to stay home with my children. I returned to teaching in 2023 and was honored to accept a Lead Teacher position here at ERCCD in the spring of 2024.**

**I hold a Child Development Associate (CDA) credential with a focus on preschool education and maintain all certifications required by the Department of Children and Families for the care and development of infants, toddlers, and preschoolers.**

**Outside the classroom, I enjoy spending time with my husband, our two daughters—Eliza (7) and Claire (3)—and our golden retriever, Shoshana. I love to cook, binge-watch favorite shows, and explore our beautiful community as a family.**

**I can't wait to welcome you on the first day and provide a nurturing and supportive space for your child to grow and shine.**

**Warmly,  
Leah Hartigan**

# DAILY SCHEDULE

**7:30 – 8:00 AM Center Opens, Breakfast, Free Choice Play**

**8:00 – 9:00 AM Free Choice Play (Drop Off ends at 9:00 AM)**

**9:00 – 9:30 AM Snack, Diapering**

**9:30 – 10:30 AM Circle Time, Music and Movement, Art, Instructional Activities**

**10:30 – 11:30 AM Centers, Outdoor Learning Time and Play**

**11:30 – 12:00 PM Lunch**

**12:00 – 12:30 PM Diapering, Book Time**

**12:30 – 2:30 PM Naptime**







**2:30 – 3:30 PM Wake up, Diapering, Snack**

**3:30 – 4:30 PM Free Choice Play, Outdoor Learning Time and Play**

**4:30 – 5:30 PM Prepare for Departure, Diapering, Story Time, Centers**

**5:30 PM Center Closes**

# SCHOOL ITEMS

-  A large reusable grocery bag will be provided for your child at Open House. The large bags are considered their school bags. The bag will be sent back home every Friday with their blankets and pillows cases for washing. Please bring the school bag Monday morning with their clean blanket and pillow along with their snacks for the week or any other item needing to be brought to school. It is my hope that this will make things easier for everyone.
-  Family Photo – This will help your child during transitions and will be displayed in our classroom.
-  Blanket & Pillow– These items should be travel sized. By the end of the year your child should be able to put these items away independently. Smaller items are easier for children to carry.
-  Extra Clothes – Two sets of extra clothes should be kept at school in the event of an accident or messy activity. (shirts, bottoms, socks)
-  Sunscreen and Bug Repellent – You are able to provide sunscreen and bug spray for your child. An authorization form will need to be signed before we are able to apply it. This will need to be labeled with your child's FIRST and LAST name.
-  Items to be labeled with FIRST and LAST NAME : Diaper Box or Sleeve - Diaper Cream (also needs MED SLIP) - Lunchbox - Snacks - Water Bottle / Cup - Extra Clothes - Pillows - Blankets - Sunscreen and Bug Repellent



# DIAPERING







Diapers/ Pull Ups – A large pack of diapers or pull ups. We will inform you when your child is running low. Remember to write your child's name on the outside of the box or sleeve. You may provide diaper cream in the event your child needs it. A medication slip will need to be completed.



Please do not provide pull ups that are like underwear. Pull ups must have **side closures**. In order for the potty-training process to run more efficiently we ask for the side closures. These pull ups are easier and allow us to change the children faster to allow them to continue their play and keeps the children less frustrated. We ask for these types of pull ups because it is more time effective for both the children and the time management of the classroom. With many children in the class it helps when changing the children can be done swiftly.



# MEALS & SNACKS

-  Snacks – Your child will need 10 weekly snacks. One of these choices should include a healthier option. These should be provided weekly on Monday's. We do not have the space to store snacks purchased in large quantities.
-  Lunchbox – Your child will need a nutritious lunch each day. Due to limited refrigerator space, please include an icepack in your child's lunchbox. Spherical food (i.e. grapes, hot dogs) will need to be cut into quarters in order to be served.
-  Water Bottle / Cup – Your child will need a water bottle or cup that is labeled with their FIRST AND LAST name on it.
-  Milk/ Breastmilk – If your child enjoys milk, we will offer it at snack times, lunch, and before nap. This will need to be labeled with their FIRST AND LAST name. Please let me know in the morning if you have packed it in your child's lunchbox so that it can be moved to the refrigerator.



# DROP OFF POLICY



Arrival cut-off time : Center policy states that children need to be here by 9:00 am. However, in order to allow your child time to adjust to the day before the daily group activities begin we ask that you bring them closer to 8:30 am, if they will be eating breakfast an 8:00 am drop-off is recommended. Please let the teacher know if your child will be arriving late due to an appointment ahead of time. If your child has an appointment, they may not arrive after 11:00 am. Continuous late arrival may result in you not being able to drop off that day. If your child is dropped off by a family member please inform them of the arrival time.



In accordance with center policy, parents are not permitted inside the classrooms. Drop-off and pick-up will take place at the classroom door to help ensure a smooth transition and maintain a safe, consistent environment for all children. If you arrive and the class is outside, please stop by the front desk, and a staff member will be happy to call for your child.

