

Three's Classroom Handbook

Ms. Claudia Moncada



Table of Contents

- Welcome Letter from the Lead Teacher
- Daily Schedule
- Potty training
- School bags
- Meal Time
- Things to know



Dear Parents,

Welcome to the Three's classroom! 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 and provide a fun, loving and secure environment for your child while you are away! I will help them develop their social and development skills through a fun and exciting age-appropriate program.

My early childhood education career began as a home childcare provider in January of 1993, when my husband was active in the Navy. We decided to make Pensacola our permanent home when my husband left the navy. Soon after arrival, I began my career with ERCCD as a teacher's assistant for the Infant/Toddler program in September of 1999. The following year, I was blessed to become the lead teacher for the Older Three's, and I have been there ever since! I just love my toddlers!

My education and training in early childhood education consists of a Child Development Associate and completion of all required training for the development of infants, toddlers and preschool programs as mandated by the department of children and families. I am also a certified trainer to help other teachers build a developmentally appropriate program in their class.

I love puzzles, gardening and going to the movies.

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

Thank you,
Claudia Moncada



Three's Daily Schedule

7:30 - Arrival - Breakfast - Free play

8:45 - Diapering/toilet needs

9:00 - Morning drop-off time ends

9:15 - Morning snack

9:30 - Circle time - Story time - Teacher directed learning activities -
Art - Free choice of centers

10:30 - Outdoor play

11:00 - Dr. appointment drop-off ends - (please bring Doctor note)

11:15 - Lunch Time

11:45 - Diapering/Toileting needs - self reading

12:00 - Nap/rest time -

2:30 - End of nap - Diapering/Toileting needs - free play

3:00 - Afternoon Snack

3:15 - Morning learning board review

3:30 - Outdoor play

4:15 - Diapering/toilet needs

4:30 - Story time - table activities

5:00 - Free play -

5:20 - Go to lobby, wait for parent's arrival

5:30 - Center closes





School bags

What to bring?

The large bags are considered their school bags. Please bring this bag in on their first day of school or at meet the teacher day. 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.

Extra clothing - Two of everything listed below. Clothing must be weather appropriate.

- Shirts, dresses
- Shorts, leggings or pants
- Socks

Diapers/Pull ups - Diapers/ pull ups - you may bring a large bag of diapers/pull ups for your child. You will be sent a note home once they are running low.

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.

Shoes - Comfortable Sneakers closed toed sandals only. **No Crocs allowed.** You may bring a pair of sneakers for them to keep at school. We will change their shoes at arrival and departure time for your convenience.





Mealtime

Snack

On Monday you will need to provide enough snacks for the week. (10 snacks total) The children should be able to pick from a variety of healthy snacks during the week. We do not accept bulk items of snack due to our limited space. Thank you for understanding

Snack is provided at 9:15 and at 3:15. Each child has their own snack basket with their name on it and kept in the classroom cabinets. At snack time the children are asked to reach into their basket and pick out their choice of snack. The children are more inclined to eat their snack when they have picked it out themselves. When they don't have many choices to pick from it makes some of the children very unhappy. Keep in mind that snacks are for snack time and not lunch time.

Bulk boxes of snacks are not permitted and will be sent back. Unfortunately, we do not have enough room in the classroom to store these.

Lunch

Your child will need a lunch box. Lunch will be served at 11:30. Please provide a nutritional lunch along with your choice of drink for the children. Consider providing the following foods. These foods have been what most parents have provided for the children's lunches.

- A main meal - meal should be ready to reheat. We do not prepare lunches of any kind (mac and cheese, pizza Lunchables, or frozen meals)
- Dairy - favorite cheese, yogurt, milk for drinking
- Fruits/vegetables - we are not permitted to cut any items at school. Please cut carrots lengthwise and grapes/cherry tomatoes for them at home.
- A small desert snack - Pudding, gummies, cookies (these will be given to them last. We will encourage the children to eat enough healthy foods first.)



Potty Training

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 of readiness. When adults are ready to move forward with potty training and the child is not ready physically or mentally, this can become a very difficult process. I believe the children will thrive with patience, understanding, and most of all, time.

First two weeks – We prefer the children are comfortable with us and their environment before attempting to potty train. We will observe your child's potty activity during this time and 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 on board with this decision! We will then give you a list of things to bring to help ease the transition. We will not discourage children from sitting on the potty if that is the child's wish. However, in order to focus better on each child's individual potty needs, we will only potty train a few children at a time.

Easy on, easy off clothing is best for potty trainers. Time away from play is important for the children. The faster we can get them in and out of the bathroom the better for them. Easy on, easy off clothing enables us to get potty time done faster and more efficiently especially when we are potty training more than one child, at one time. This type of clothing also minimizes accidents. Children often wait till the last minute to say they have to go. By the time we see their desperate need, it is too late! **NO ONESIES, JUMPSUITS, BELTED PANTS OR OVERSIZE DRESSES. This type of clothing makes toilet training difficult for all of us involved.**

Pull ups/Underwear – Please keep in mind that at school, certain things have to be done differently! We have to consider the cleanliness of our class environment and the number of children in the classroom. It is very important that we keep cleanliness a top priority. We have 15 children moving all over the classroom. Therefore, it is important that we keep accidents to a minimum before transitioning children to underwear full time. When a child continues to have bowel movement accidents, it is best for us to wait until they become more regular with their bowel movements. Once the child is doing well, the transition to underwear will be made.

Vacations – It helps when you go on vacation that you continue with the potty-training process during time away from school. Chances are the child will regress if allowed to be put back in pull ups once they have made the transition to underwear. Getting them back to underwear can prove to be difficult to getting them back to underwear again.

Once your child makes the transition to underwear please provide plenty of underwear, pants and socks for your child. 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. You will be asked if you want badly soiled underwear to be thrown away or bagged and sent home. We do not wash soiled Underwear at school.

Thank you for your patience and understanding with this difficult process.



Things to know

- **Dropping off** - The staff will be ready to assist you each morning during this difficult time. If you would like, your child may bring one comfort toy from home to help ease the transition. Your child will not be asked to share the comfort toy.
- **Toys from home** - Your child may bring a comfort item with them for sleeping. No other toys are allowed.
- **Arrival cut off time** - Center policy states that children need to be here by 9:00, Please let when your child has an appointment ahead of time. If your child has an appointment, they may not arrive past 11:00. Continuous late arrivals past the times mentioned may result in you not being able to drop off at that day. If your child is dropped off by a family member, please inform them of the arrival time.
- **Medication slips** - In order for staff to administer medication, a medication slip must be completed in full with specific times and dosages. The dosage will need 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. You may fill out a slip for diaper cream for up the entire semester.

- **Illness** - If your child is mildly ill he/she is welcome to attend. If your child is contagious or has a temperature of 100 or above we ask that you keep your child at home to help us prevent the spread of disease. Should your child become ill or develop a fever of 100 or above, you will be called to pick up your child. Child may not return until child has been fever free without medication for 24 hours.
- **Playtime** - Children need to be dressed in "play clothes" that will allow them to play comfortably and participate in a wide variety of activities. This may include messy activities. Please keep any items you treasure home.
- **Outdoor Play -Sneakers are preferred.** For safety reasons, shoes worn for outdoor play should be well fitted and closed-toed for maximum safety and the effectiveness of the children to practice their large motor development skills. Sandals worn to school must be closed toed and have straps on their backs.
- **Crocs or open-toed sandals are not permitted at school. Sneakers preferred for safe play.**

We thank you for your cooperation and for entrusting us with the care of your little toddler. We will love being a part of their life. If you have any questions or concerns, please do not hesitate to ask!

Ms. Claudia Moncada and staff