



Toddler Procedures and Routines

TYPICAL DAILY SCHEDULE:

8:15-8:30 am- Arrival window (If you arrive later than 8:30, please check in through Check-in through the Main Office)

8:15- 10:15 am- Morning work cycle/Toileting/Food Prep/Circle Time

10:15- 10:45 am- Group Snack/ Toileting/Preparation for outdoors

11:00- 12:00 pm- Outdoor Time (Half Day pick up at 11: 30am)

12:00-12:45 pm- Lunch/Clean up and prep for nap

12:45- 2:45 pm- Nap time

3:00- 3:15 pm- Dismissal window

CARLINE:

Toddler drop-off window is from 8:15-8:30. Toddler carline will be in the roundabout next to the classroom entrance. You will park and unload your child from your vehicle and walk them to our classroom entrance. Here we can have a brief conversation about anything that needs to be addressed and you can say a quick goodbye. Please pull forward as far as you can when you come into the roundabout so others can fill in behind you.

LUNCH AND SNACK:

We have group snacks daily that are provided by the families. Every ten weeks, I will send out a snack sign up. Each family can pick a week to provide snacks for the class. A signup genius will be sent out to you to sign up for snack for the semester. Each full day family is required to provide their child with their lunch. We have a refrigerator and microwave to accommodate hot and cold lunches.

NAP:

Our nap time is a two hour period. The children sleep on nap pads with sheets and blankets. We do not allow pacifiers, bottles or security items during naptime. We use a white noise sound machine and darken the room. The room is not fully dark as we need to be able to monitor all

napping children. We provide a mat, sheet, and blanket for each child who is in our full day program. On Fridays, the sheet and blankets are sent home to be laundered and returned on Mondays. Please do not pack any stuffed animals or pillows as they are not allowed during nap.

Other Information:

- I will attach a clear page protector to your child's backpack that I will place notes into when we are low on supplies. Please try to replenish the supplies needed ASAP.
- I will also attach a large page protector to your child's backpack on Friday with all of the art that they make throughout the week. Please empty and return on Mondays.