



### **Toddler Procedures and Routines**

#### **Home Visits:**

I will be reaching out to newly entering families to schedule a Home Visit in August. Be on the lookout for this email at the beginning of August.

#### **Phase-In Information:**

Phase in will be the first week that your child will come to campus.

This will be from Tuesday, August 18- August 21 . Please refer to the Phase-In schedule

#### **TYPICAL DAILY SCHEDULE:**

8:30-8:45 am- Arrival window

8:30- 10:30 am- Morning work cycle/Toileting/Food Prep/Circle Time

10:30- 11:00 am- Group Snack/ Toileting/Preparation for outdoors

11:00- 12:00 pm- Outdoor Time

12:00-1:00 pm- Lunch/Clean up toileting and prep for nap (Half-day pickup 12:30)

1:00- 3:00 pm- Nap time

3:15pm- Dismissal

#### **DROP OFF:**

Toddler drop-off window is from 8:30-8:45. There are up to eight spots available, 3 along the side of the building and 5 in our lower lot. You can then park and walk your child through the lower gate onto the playground to avoid walking next to potential carpool traffic. You may also park along the bank of the hillside. You will park and unload your child from your vehicle and walk them to our classroom entrance. Primary carline begins to unload at 8:30. Please be mindful of moving cars while walking in the parking lot! If you have a sibling drop-off, please drop your Primary student off first in the carpool line and then park to walk in your Toddler. If you are just dropping off a toddler, please aim for the later side of the window to not clog up the primary car line.

Walking your child to the classroom is critical as we can have a brief conversation about anything that needs to be addressed and you can say a quick goodbye.

**GROUP SNACK AND LUNCH:**

We have group snacks daily, and with our new implementation of the extended half-day program, we will be experimenting with this important part of our curriculum and how our group snack is presented, we still have the system set up where it is provided by families. Every semester, I will send out a snack sign up. Each family can pick a week to provide snacks for the class.

Each family is required to provide their child with their lunch. Please be mindful of packaging waste. We recommend a bento box lunch system. We do not refrigerate or heat up foods for students, the systems we recommend to a fantastic job

**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. Please do not pack any stuffed animals or pillows as they are not allowed during nap.