



Toddler Procedures and Routines

Home Visits:

I will be reaching out to newly entering families to schedule a Home Visit August 11th or August 12th. Be on the lookout for this email August 4th. (Only new families receive home visits).

Phase-In Information:

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

This will be from August 19-22, 2025. Please refer to the Phase-In schedule sent out.

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 (Half Day pick up at 11: 30 am)

12:00-1:00 pm- Lunch/Clean up toileting and prep for nap

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 six parking spots available, 3 along the side of the building and 3 that face the playground. 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 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. 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, quiet music 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.