



Country Club Methodist
CHILD DEVELOPMENT CENTER

Parent Handbook

Philosophy/Mission Statement

Country Club Methodist Child Development Center (CCMCDC) strives to provide a safe, loving environment as well as a progressive education for infants, toddlers, and preschool age children. Our highly qualified staff believes in a constructive, play-based curriculum where students learn in social context and from real experiences. Authentic interactions with nature, community members, and families support our philosophy of learning through play. We believe learning should stem from the children's interests and that real life learning experiences are most appropriate for young learners.

Curriculum

Our facility utilizes Creative Curriculum in the infant, toddler, and preschool classrooms. Creative Curriculum is a constructive, play-based curriculum that allows children the opportunity to learn through motivating, hands-on learning experiences. Creative Curriculum fosters development of the whole child including physical, cognitive, social, and emotional development. This curriculum also assesses throughout the four focal domains, including 38 focus objectives. Teachers will use the assessment component of the curriculum for ongoing assessment of your child's development.

Spirituality

Country Club United Methodist Church is a neighborhood church which seeks to inspire the spiritual growth of its community. Likewise, our child development center seeks to inspire spirituality in our students. This is achieved in the form of prayers before meals and snacks, incorporation of bible stories to teach moral values, and interaction between the students and church members. All faiths are welcome.

Communication

Daily logs with details on bottle feedings, diaper changes, nap times, eating meals and daily activities will be given to the Infant and Toddler room parents at pick up. Directors and teachers are always available to answer any questions you may have.

Parent/Teacher Conferences

Parent Teacher conferences will occur twice in the school year (August-May) for all classrooms. These dates will be announced in advance and time slots in which you can schedule your child's conference will be available. In addition to conferences, your child will have an individual portfolio that tracks and documents their progress and growth. This portfolio will be accessible to you throughout the year and will be updated frequently.

Hours Of Operation

We will typically operate, with the exception of holidays and professional development days, Monday - Friday. Our hours of operation will be from 7:30 AM - 5:30 PM. Please see our calendar for the dates our center will be closed.

Arrival and Departure Procedures

We would like your child to have as smooth of a transition as possible during drop off and pick up. Therefore we strongly encourage parents and caregivers to remain in your child's classroom with your child for a period of 3-5 minutes during each arrival and departure. This allows your child to become familiar with their surroundings while you're still present and eases them into transitioning from one situation to another. This also allows you to have a few minutes each day spent in your child's classroom, which encourages family involvement and strengthens the relationship between home and school.

Infant room parents: There is a storage room, under the stairs, at the Westover entrance where you may store your infant car seat carrier during the day. Please do not leave car seats in the classroom. Diaper bags should be taken to the classroom and left on your child's hook or cubby.

Parking

Infant and Toddler room parents please park in the Westover parking lot to drop off and pick up your child. Early Preschool and Preschool room parents please park only on the right hand side of the circle drive on 57th Street to drop off and pick up your child. There is additional parking at the front of the church (on 57th Street). PLEASE DO NOT PARK ON WESTOVER STREET. If you need to park on the street do so on 57th Street.

Safety

For the safety of your children and our staff, our doors will remain locked throughout the day. The only exception to this is during peak hours during which a high volume of drop offs and pick-ups will occur. During peak hours doors will be monitored. These hours are 7:30-8:30AM each morning and 4:30-5:30PM each afternoon. In the event that the door is locked during peak hours, please use the doorbell. If you arrive outside of our peak hours please use the Westover entrance. We have a wireless doorbell system; to enter the building please ring the buzzer and a member of our staff will admit you.

Weapons

We do not allow weapons of any kind (including play/pretend weapons) on premises.

Smoking

Smoking is not allowed in the building, around the outside play area or in an area where you are visible to children.

Enrollment

New Enrollment And Re-Enrollment will occur every August. Priority will be given first to staff, siblings of enrolled students, and then church members. However, we encourage expecting mothers to notify the directors as soon as possible to ensure there is a spot available for your new arrival.

Waitlist

In order to get your name on the waitlist, we ask that you complete an enrollment application (found on our website) for each child to be enrolled. There is no cost to join our waitlist. We will reach out to parents every 6 months (in the months of May and November) to ensure you are still interested in enrollment at our center and maintaining your spot on the waitlist.

Tuition

Tuition is due on the first business day of the month. CCMCDC has an automated payment system for your convenience. Payments are withdrawn on the 1st of every month. You may also write checks payable to *Country Club Methodist CDC*. CASH PAYMENTS ARE NOT ACCEPTED. **If tuition is not received by the 5th of the month a late fee of \$30.00 will be added to the total balance.** After the 10th of each month a recurring late fee of \$15.00/day will be added to your bill. If tuition is not collected after a 6 week period your child may become disenrolled from CCMCDC. Tuition is posted on the CCMCDC website and is subject to change. If there is a change in tuition it will occur in August, as we begin enrollment for the year. You will be notified prior to the change.

Discounts

Active church members, pending approval from the church board, will receive 10% discount on total tuition each month. There are no sibling discounts at this time.

Late Pick-up Policy

We strongly encourage you to be on time when picking up your child. This is not only considerate of the staff but beneficial to your child as well. Your child may become uneasy if you haven't arrived for pickup at your normal time. Our facility closes at 5:30 p.m.. Last pickup should occur by 5:20 p.m. which will allow you to have exited the facility by 5:30 p.m.

We understand there are extenuating circumstances; if you know that you will arrive late please call our office immediately to notify a director. A late fee will be added to your bill.

Late Fees

5-15 minutes late - \$20.00

15-25 minutes late - \$50.00

Each additional 15 minutes- \$25.00

Late fees will be added to your tuition bill for the following month. Your child will not be able to attend until late fees are paid in full.

Withdrawal

Upon enrollment, you agree to provide written notice to a Director at least four weeks in advance if you plan to withdraw your child from CCMCDC. If you terminate attendance immediately, without notice, you will be billed a full month's tuition.

Classroom Placement

Your child's classroom is chosen by the Directors of the school and is based on what we believe to be the best and most beneficial environment for your child.

Behavior Management

At CCMCDC we believe that every student should be treated with love and respect. One of our roles as educators is help our students develop self-regulation. In order to foster self-regulation, we believe in having productive conversations with children about how their actions affect others. This positive form of guidance is effective because it is not punitive in nature. It encourages the child to make better choices because it is the right thing to do and for the good of the classroom community.

With our infants and young toddlers, we utilize distraction and redirection as our primary guidance techniques, as research suggests these are the most effective strategies for this age group. With our older toddlers and preschool students, we utilize productive conversations, as well as natural and logical consequences. Natural and logical consequences are most appropriate for young children as the child sees how the consequence fits the misdeed. For example, if a child decides to throw blocks, then they will not be allowed to play with blocks and will need to choose a different activity. It is very easy for a child to see the relation between throwing the blocks and not being allowed to play with blocks. The goal is not to punish, but simply to stop the undesirable behavior, have a conversation about why said behavior is not acceptable so they can learn from their mistake, and then to redirect.

Staff Professional Development

To ensure our highly-qualified staff stays up-to-date with research-based *best practices*, the center will close four times per year for continued professional development. Professional development closures are on the 3rd Friday of the following months: January, April, July, and October.

Family Involvement

The involvement of families in a child's classroom and school has been shown to be beneficial in numerous ways.

Here are some ways we would love for your family to be involved at CCMCDC:

- Sign up to read a story to your child's class
- Volunteer in the classroom. Our teachers have a variety of ways in which to lend a helping hand.
- Chaperone on a class field trip
- Bring in needed supplies or donate snacks from our pre approved list. Our teachers will have a way of communicating these needs with you.
- Attend the annual church holiday activities.
- Join us in coming to our classroom holiday celebrations, listed on our calendar

We would love to see you in the classroom!

Safety/ Emergency Procedures

Your child's safety and well being is our top concern. We regularly practice our Safety and Emergency Procedures. Fire and Tornado Drills occur every three months, as stipulated by the fire safety requirements from the Missouri Department of Health and Senior Services. Our building will pass inspection (inspections will take place in December) from the State on fire safety and we will follow evacuation procedures set forth by the Fire Marshal. If there is a threat to the school, our teachers will go into their classrooms, lock all doors and remain in "Lock Down" until it is clear that the environment is safe. You will be notified A.S.A.P if such an occurrence takes place and if we believe it is necessary for you to pick up your child(ren).

Visitors Policy

We have an open-door policy, for parents, in regards to visiting. Parents are welcome to visit as often as they'd like, so long as visits do not deter from learning in the classroom. Mothers are welcome to visit and breastfeed infants, if they'd like. We have a private room upstairs with comfortable seating for breastfeeding. If you would like to stay for extended periods of time, please check with your child's classroom teacher to ensure the visit would not conflict with scheduled activities. Grandparents, relatives, and family friends are allowed to visit; however, parents should inform us of these visits in advance. We will ask unknown visitors to provide identification.

School Closings/ Snow Days

CCMCDC reserves the right to close for weather if we believe it to be necessary. We will follow the KCMO school districts closings for snow. However, if a closing occurs because of cold temperatures we will remain in operation. We will also inform you of a school closing by email and on our Facebook page.

Absences/Late arrivals

If your child will be late or absent, please call or email the CCMCDC office. If possible, please email the Directors or notify your child's teacher in advance of a scheduled absence.

Immunizations

Missouri state law mandates that children be up-to-date on their immunizations in order to attend school. CCMCDC requires all children have documentation from a health care provider that states the month, day and year immunizations were administered. These documents will be kept on file. Children will need to continue to be up-to-date with required immunizations and should provide an updated immunization record with each new immunization received.

Sick Child/ Illness and Accident Policies

If your child's injury is minor (scrapes, bumps, etc.), first aid will be given immediately. Parents will be notified through a written report provided at pick up. If a major injury occurs, parents will be immediately notified after professional help is contacted. Written consent to give professionals permission to transport your child to a hospital will be required during enrollment.

If your child has any of the following symptoms we are not allowed to have them at school. You will be notified and need to make arrangements for your child to be picked up within one hour of our first attempt to contact you.

- Diarrhea (more than one loose stool), unusually dark or discolored urine, discolored stool
- Vomiting
- Fever (temp. of up to 100 degrees F by mouth or 99 degrees F under the arm)
- Rashes on the skin or skin disorders that are contagious or seeping.
- A severe and persistent cough
- Difficult or rapid breathing
- Inflamed or swollen throat and/or trouble swallowing
- Listlessness, sleepiness, loss of appetite, and general discomfort (cranky or is crying more than usual)
- Loss of appetite
- Pink eye
- Inflamed or weeping eyes, earache or discharge from ears, thrush and chills
- Severe itching of the body or scalp (these may be signs of lice or scabies)

Please be mindful of other children, families and our staff when it comes to containing illnesses. If your child is sent home sick we expect that there will be a 24-hour period before your child returns. Your child must be properly treated for his/her illness and also be free of fever, diarrhea and vomiting (without medication) for 24 hours before returning to school.

Allergies

Please notify us of any physician-diagnosed allergies your child has. You will need to complete an allergy form, which will be kept on file at the center, to help us best accommodate your child.

Medications

We will not administer medication of any kind to your child. We believe it is best for your child to receive medication from you at home. We may make certain exceptions for medications required for chronic illnesses. Written permission from parents along with a signed form including directions from your child's doctor is required. Please talk to a director to fill out all necessary paperwork or if you have further questions. Please hand medication directly to a director or teacher. Children are NOT allowed to have or carry any sort of medication or toxic substances in their diaper bag/tote bag/backpack.

Clothing and Personal belongings

Children should always be dressed appropriately for weather conditions. Every child should have jackets and/or coats in the fall and winter. We will have outside play time as long as temperatures are above 32 degrees and it is not snowing. We may allow the children to play outside in light rain, as long as there is no threat of thunder and lightning, rain jackets and rain boots are desired on wet days. Shoes that are securely strapped to your child's feet are required at school. This footwear is most appropriate and safe for your child in the classroom and while playing outside. Please do not send your child in flip flops or shoes that are meant to be slid on and off easily.

Your child should always have at least two complete sets of clean clothing (weather appropriate) stored in your child's cubby or classroom. These clothes will remain at school and be used when an accident occurs. Soiled or dirty clothes will be sent home in your child's wet bag to be laundered. We ask that you please return another complete set of clothing the next day.

In the infant and toddler rooms: It helps teachers to know there are plenty of clean clothes for your child. It can cause disruption if a teacher is scrambling to contact a parent for extra sets of clothing.

In the preschool room: Accidents will undoubtedly occur and can sometimes be embarrassing for a child. We want to make this occurrence as stress free as possible for your child. It helps them immensely to know that they have their own personal back up clothing in case such an instance occurs.

Every child is required to have a "wet bag." This will be used when a child has an accident and clothing is being sent home for laundering. Wet bags will be kept at school and used in the event of soiled clothing. In the event your wet bag is sent home with soiled clothing, please wash and return the next day along with a new, complete set of clothing. If laundering the wet bag for next day return is not feasible for your family, we recommend you purchase more than one wet bag and keep spares at home. Please label wet bags with your child's name.

Listed are some links to wet bags:

https://www.amazon.com/Bumkins-Zippered-Wet-Bag-Feather/dp/B01LZUSQNR/ref=sr_1_15_s_it?s=baby-products&ie=UTF8&qid=1510626706&sr=1-15&keywords=wet%2Bbag&th=1

https://www.amazon.com/Planet-Wise-Diaper-Jewel-Woods/dp/B00NA8DM0Y/ref=sr_1_8_s_it?s=baby-products&ie=UTF8&qid=1510626706&sr=1-8&keywords=wet%2Bbag&th=1

https://www.amazon.com/Diapers-Waterproof-Reusable-Zippered-Pockets/dp/B01268UR74/ref=pd_sbs_75_8?_encoding=UTF8&refRID=07D1FCJMWN6GTMYSQHZ&th=1

Please bring a water bottle (Early Preschool and Preschool children), or sippy cup (Infant and Toddler room children) that is permanently (no markers or Sharpie) labeled with your child's name. These will be filled with fresh water daily so your child may have easy access to water while in the classroom and outside. Water bottles will be sent home daily to be washed and returned for use the next day. **Infant (those 12 months and older) and Toddler room children will need to bring in an *additional* sippy cup for milk at breakfast and lunch. This sippy cup/s should be clearly and permanently labeled and will be sent home daily to be washed and returned the next day.** One extra sippy cup/ water bottle may be left at school for back up in the event that it gets forgotten at home. Please be aware that sippy cups and water

bottles will be used several times throughout the day, it is important for your child to always have them at school.

Please do not bring in "take and toss" style sippy cups. These tend to leak and often don't hold up as well as other sippy cups/water bottles. Sippy cups should be leak-proof to minimize spills in the classroom.

Listed are some links to sippy cups and water bottles:

https://www.amazon.com/Munchkin-Click-Proof-Sippy-Green/dp/B00PTL6VTE/ref=sr_1_8?s=home-garden&ie=UTF8&qid=1508712054&sr=1-8&keywords=sippy%2Bcups%2Bfor%2Btoddlers%2Bspill%2Bproof&th=1

https://www.amazon.com/NUK-Fashion-Hearts-Learner-5-Ounce/dp/B00BEVSSDU/ref=sr_1_13_s_it?s=baby-products&ie=UTF8&qid=1510627109&sr=1-13&keywords=sippy%2Bcups&th=1

https://www.amazon.com/Klean-Kanteen-12oz-Kid-Sippy/dp/B00SA2VRHA/ref=sr_1_29?s=home-garden&ie=UTF8&qid=1508712054&sr=1-29-spons&keywords=sippy+cups+for+toddlers+spill+proof&pssc=1

https://www.amazon.com/Contigo-AUTOSPOUT-Striker-Stainless-Blossom/dp/B00TLNXJ64/ref=sr_1_11?s=home-garden&ie=UTF8&qid=1508711933&sr=1-11&keywords=child+water+bottle

https://www.amazon.com/CamelBak-Kids-Water-Bottle-Sharks/dp/B015DK90LG/ref=ice_ac_b_dpb?s=home-garden&ie=UTF8&qid=1508711933&sr=1-1&keywords=child+water+bottle

Listed are some links to permanent labels for bottles, sippy cups and water bottles:

<https://www.inchbug.com/collections/orbit-labels>

https://www.etsy.com/listing/178149024/personalized-orbit-labels-for-baby?gpla=1&gao=1&utm_source=google&utm_medium=cpc&utm_campaign=shopping_us_e-accessories-other&utm_custom1=88f29878-91d8-48ce-a548-2288ea07b5d8&gclid=Cj0KCQjwg7HPBRDUARIsAMeR_0hozwsX3byCdzT6QTVfgVX-CclgIDUjNN6OvW6krLNCUu2i7X71scsaAgQ4EALw_wc

https://www.amazon.com/Baby-Bottle-Labels-Self-laminating-Daycare/dp/B0048SOBGO/ref=pd_sbs_75_4?_encoding=UTF8&pssc=1&refRID=YVHKK8Q3PPKFZXBCF10X

All children will need a diaper bag (Infant room) or backpack (Toddler, Early Preschool, Preschool rooms) clearly labeled with their name. This is to transport art work, papers, and bottles/sippy cups/water bottles to and from school. Their bag/bag pack should be large enough to also hold bedding and cot sheet; these items are sent home every Friday to be laundered and returned on Monday. If an accident occurs, your child's soiled clothes will be sealed in their wet bag and sent home in their backpack; consequently, there should be adequate room to hold all of these items if needed.

Supplies - (Early Preschool and Preschool age children only)

In August, the beginning of the school year, your child's teachers may request a small list of student supplies. This list will be sent home with your child. Please send these items in promptly. Your child's teacher may also request other supplies throughout the year; it is not mandatory for you to bring these but please feel free to volunteer to help with these needs if you are able.

Birthday and Holiday Celebrations

We encourage our students and families to celebrate birthdays. Your child may bring in birthday treats for their special day. Please see our list of approved special treats.

We will have small classroom parties to celebrate certain holidays. These include Valentine's Day, Easter, Halloween, and Christmas. Families are welcome and encouraged to attend these parties; details on dates and time will be sent home in advance.

Weather

Because gross motor play and being physically active are so important for young children, we plan to regularly use our outdoor playground, even in the cooler months. If the temperature is 32 degrees or higher, and the wind chill is not significantly lower, we will plan to take the children outside. Please supply heavy winter coats and hats (scarves and mittens/gloves are desirable, as well). Please label all of these items with your child's name.

In the event that it is too cold, snowing, or raining, the early preschool and preschool classrooms will utilize the "fellowship hall" (our recreation room) for gross motor play. Infants and toddlers are not able to utilize the fellowship hall, due to fire safety regulations. The closest exit from the fellowship hall is up a flight of stairs; therefore, the fire marshal has determined that it is not safe for infants and toddlers for a swift egress. When weather prohibits outdoor play, the infant and toddler teachers will clear furniture to create a large open area for play within the classroom. Teachers will bring in special toys to facilitate gross motor play including tunnels, ride-on and push toys, as well as balls.

Naps/Resting Time

Each classroom has their own schedule for napping. Please see our attached list of classroom schedules.

Missouri Department of Health requires that your child's cot be covered with a sheet. CCMCDC will provide a cot sheet for your child at enrollment. **If your child's sheet becomes lost or is not returned to school, you must purchase a replacement from us for \$5.00.** This sheet and your child's bedding (small pillow, blanket/nap mat, stuffed animal) will be sent home every Friday for laundering. **All of these belongings need to return to school each Monday so your child will be prepared for nap.** Below are some examples of nap mats for toddlers, early preschool, and preschool students.

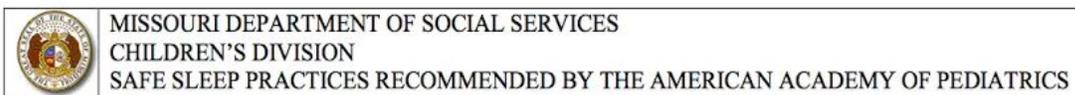
https://www.amazon.com/Olive-Kids-Out-This-World/dp/B003F1JM0U/ref=sr_1_19_s_it?s=baby-products&ie=UTF8&qid=1510627454&sr=1-19&keywords=daycare+nap+mats

https://www.amazon.com/Wildkin-Big-Fish-Original-Nap/dp/B01BOYDZRK/ref=pd_sbs_21_3?encoding=UTF8&psc=1&refRID=72AZ9WXFFP5B8YC53TX

https://www.amazon.com/Urban-Infant-Preschool-Daycare-Toddler/dp/B005O4LEXE/ref=sr_1_4_9_sspa?s=baby-products&ie=UTF8&qid=1510627736&sr=1-49-spons&keywords=toddler%2Bnap%2Bmat&th=1

Infant Room Parents-

Please review the Safe Sleep practices list, as we will follow these policies.



The Children's Division has adopted the following recognized practices for resource providers regarding safe sleep of children placed in their home:

1. Healthy babies should always sleep on their backs.
2. Side sleeping is not as safe as back sleeping and is not advised.
3. Get a physician's note for non-back sleepers that explains why the baby should not use a back-sleeping position.
4. Use cribs and firm mattresses safety-approved by the Consumer Product Safety Commission (CPSC).
5. Keep cribs free of toys, stuffed animals, and extra bedding.
6. Place the child's feet to the foot of the crib and tuck in a light blanket along the sides and foot of the mattress. The blanket **should not** come up higher than the infant's chest.
7. Use sleep clothing and nothing else in the infant's crib.
8. Sleep only 1 baby per crib.
9. Keep the room at a temperature that is comfortable for a lightly clothed adult.
10. Visually check on sleeping babies often.
11. No smoking around babies. Make sure babies are being watched when you go outside to smoke. Child care providers who smoke should do so outside. Never allow smoking in a room where babies sleep.
12. Have supervised "tummy time" for awake babies. This will help babies strengthen their muscles and develop normally.
13. Car seats should only be used in cars and should not be used for extended sleeping time.

***Despite what is written in item 6, we do not allow blankets or any loose bedding in cribs.** Your child may have a sleep sack while napping but we will not put blankets, pillows or stuffed animals into cribs. If you wish for your child to use a sleepsack, please send the sleepsack at the beginning of each week. We will send it home on Friday to be laundered for return to school on Monday. If soiled, we will send the sleepsack home in the wet bag. Please wash and return, or send another, for use the next day. **Additionally, smoking on church grounds is prohibited.**

Nutrition/ Food Service

CCMCDC provides breakfast, lunch and an afternoon snack for the Infant (those over 12 months), Toddler and Early Preschool rooms.

CCMCDC provides breakfast and lunch to the Preschool room.

*Parents of children in the preschool room will be asked to supply afternoon snacks on a rotating schedule. A list of pre-approved snacks will be provided.

All meals and snacks served at CCMCDC will meet or exceed Missouri state law variety and portion-size requirements. Meals will be served family style and children will be encouraged to serve themselves which has been shown to promote independence. The children will sit at tables in large groups to encourage social interaction and a comfortable environment. Teachers will eat at the tables with children to facilitate and encourage these authentic interactions.

Breakfast will be provided every day between 7:45 AM- 8:30 AM. We will finish serving breakfast by 8:30 AM in order to start our daily routines.

Lunch will be served by 11:30 AM each day to all classrooms.

Snack will be served between 3:00-3:30 PM to the Infant, Toddler and Early Preschool rooms. The Preschool room will also eat snack at this time.

Preschool Room- **we ask that the families and students in the Preschool room provide afternoon snacks for the week on a rotating schedule.** We believe this promotes family involvement and allows the children to take some ownership while selecting snacks for their fellow classmates. This also gives everyone a chance to have something for snack that they particularly enjoy. A schedule along with a list of “approved” snacks and the requirements set forth by Missouri Department of Health (two out of four food groups and portion size requirements) will be sent home with the exact weeks your child is assigned to bring in snack. You will also receive an email or written note the week before it is your child's turn as an additional reminder.

If your child will not be present for a meal please call and inform the center so that we are able to have better control of the number of servings needed.

Outside fast food will not be allowed in the classrooms.

If your child has a special diet or certain food restrictions please talk to a director about bringing in food from home.

Infants 12 months and younger-

All food and formula or breast milk should be provided by parents for infants until they reach 12 months of age. Parents will bring in all bottles needed for the day. Formula can be prepared at home and either poured into individual bottles in the amount of ounces you want to use for each feeding, or brought in a large container to be poured into a bottle and ready to heat.

Heating will be done in the classroom in a crock pot filled with warm water. Parents may also

bring in powdered formula that will be prepared for each bottle feeding in the classroom. Breast milk should be in storage bags (clearly labeled, with name and date) that is ready to pour into bottles (thawed, not frozen), or already poured into bottles and ready to be heated. Missouri state licensing rules do not allow us to wash or rinse bottles in the classroom sinks. Bottles will be sent home daily in your child's bag to be washed at home. Clean bottles (empty or filled) need to be provided every day. All food for children under 12 months will be provided by parents. Please bring in all food that will be needed for the day, label all food with your child's first and last name. Food should be thawed and ready to eat. CCMCDC will provide bowls, spoons, and bibs for feeding. Bottles should be labeled with permanent labels (not with Sharpie) to deter the mix-up of bottles. You may purchase silicone bands or permanent adhesive labels for your bottles (see links below). For your convenience, classroom storage space is available if you would like to bring more than one day's supply of formula or breastmilk.

<https://www.inchbug.com/collections/orbit-labels>

https://www.etsy.com/listing/178149024/personalized-orbit-labels-for-baby?gpla=1&gao=1&&utm_source=google&utm_medium=cpc&utm_campaign=shopping_us_e-accessories-other&utm_custom1=88f29878-91d8-48ce-a548-2288ea07b5d8&gclid=Cj0KCQjwg7HPBRDUARIsAMeR_0hozwsX3byCdzT6QTVfgVX-CclgIDUjNN6OvW6krLNCUu2i7X71scsaAgQ4EALw_wc

https://www.amazon.com/Baby-Bottle-Labels-Self-laminating-Daycare/dp/B0048SOBGO/ref=pd_sbs_75_4?encoding=UTF8&psc=1&refRID=YVHKK8Q3PPKFZXBCF10X

Toileting And Diapering

Parents are responsible for bringing in diapers and wipes and restocking when your child's supply is low. Please label all packages of diapers and wipes with your child's name. Cloth diapers may be used in the infant and toddler rooms. Please bring all necessary materials including wet bags and plenty of clean diapers if your child will be using cloth diapers. (Note: If you plan to cloth diaper, you will need a clean wet bag for cloth diapers daily, as well as a wet bag designated for soiled clothing, which will be kept at school). You will be informed when your child is in need of more diapers or wipes; we ask that you please be prompt in bringing in these supplies. We will not allow children to share diapers or wipes. If your child has run out of either of these you will be contacted and will need to make arrangements to get these items to the center. If your child runs out of diapers and wipes repeatedly, despite requests sent home, you may incur charges to your account for diapers and wipes provided by the center.

We will begin encouraging children (with the parent's agreement) to potty train when a child is showing signs of being ready (for example. showing interest in using the potty, using words to communicate when they need to go or when they have a wet or soiled diaper) or when your child turns 2 ½ yrs old. Your child's teacher will outline what this will look like in the classroom, give you tips and information that can be helpful while potty training at home, and will be able to answer any other questions you have

Daily Schedules (For Each Room/Age Group)

Please see an attached list of our classroom's schedules.

Transportation And Field Trips

Information about field trips will be sent home. Permission slips must be signed and returned to school. Chaperones may be requested.

Club Methodist Country Child Development Center

2018 Calendar (subject to change)

January 1- New Year's Day (closed)

2 - Grand Opening

15- Martin Luther King Day (closed)

26- Professional Development Day (closed)

February 14- Valentine's Day classroom celebration

19- President's Day (closed)

March 16 - Parent Teacher conferences (closed)

30- Easter classroom celebration

April 20- Professional Development Day (closed)

May 28- Memorial Day (closed)

June

July 4- Independence Day (closed)

20- Professional Development Day (closed)

August 13- First day of the new School year

September 3- Labor Day (closed)

October 19- Professional Development Day (closed)

31- Halloween classroom celebration

November 2 Parent teacher conferences (closed)

22- Thanksgiving (closed)

23- Thanksgiving break (closed)

December 21- Christmas classroom celebration

24 - 31 Christmas Break (closed)

Parents and families are welcome and encouraged to attend our Holiday classroom celebrations. Dates TBA- Festivals and Programs, Preschool class field trips, Back to school night, Enrollment/ Re-enrollment dates

Infant Room Daily Schedule

Each infant will have a schedule that is best suited for their individual needs.

Bottle feedings and diaper changes will occur whenever necessary.

7:30-8:45 Drop off/ Breakfast (playtime when finished eating)

8:45-9:30 Exploration, motor skill activities, sensory activities

9:30-9:45 Diaper changes

9:45-12:00 Nap

12:00-1:00 Diaper changes, bottles, lunch & clean up

1:00-1:40	Outside time
1:45-2:30	Curriculum activities and projects
2:30-4:00	Nap
4:00-4:30	Diaper changes, bottles
4:30-5:30	Music, stories, play time

Toddler Room Daily Schedule

Diaper changes will occur when necessary.

7:30-8:30	Drop off/ Breakfast (free play when finished eating)
8:35-9:00	Breakfast clean up (diaper change, potty training, wash hands and face)
9:00-9:30	Circle time (story time, songs/ music, conversation)
9:30-10:45	Centers, curriculum activities, art projects.
10:45-10:55	Potty training
10:55-11:30	Outside play time

11:30-11:40 Wash hands, prayers
11:40-12:15 Lunch
12:15-12:30 Lunch clean up, get ready for nap (diaper change, potty training)
12:30-3:00 Nap time
3:00-3:15 Wake up time (diaper change, potty training)
3:15-3:40 Afternoon snack
3:45-4:15 Circle Time (potty break before going outside)
4:20-5:00 Outside play time
5:00-5:30 Story time, Pick up

Early Preschool and Preschool Room Schedule

7:30-8:30 Drop off/ Breakfast (free play in recreation room when finished eating)
8:35-8:50 Clean up from breakfast
8:50-9:30 Outside play time
9:30-10:00 Circle time
10:00-11:30 Centers, curriculum activities, art projects
11:30-11:40 Wash hands, prayers
11:40-12:15 Lunch

12:15-12:30 Lunch clean up, get ready for nap
12:30-3:00 Nap time (Children who do not nap will rest quietly on their cots until 1:15, then get up and work with quiet activities.)
3:00-3:15 Wake up
3:15-3:40 Help set out snack, snack time
3:40-4:20 Outside Playtime
4:20-4:45 Afternoon Circle
4:50-5:00 Pack up for the day, tidy the room, complete classroom helper jobs
5:00-5:30 Music, Story time, pick up