

TODDLERS TOWN PARENT HANDBOOK

2018-2019

1.0 The Daycare Program

At the toddlers town daycare, we aim to provide the foundation for social and academic learning for children between the ages of zero to four. Our nurturing daycare staff provides an atmosphere in which life-long learners develop in a safe and secure environment. Students are encouraged to take risks and to share their ideas, thoughts, and use problem-solving strategies during class lessons, small group activities, and individual activities.

We are committed in laying the foundation for success in learning by providing a variety of learning opportunities and experiences that are based on the interests, strengths, and needs of the children. These years are an important time in a child's all round development. The toddlers town daycare helps the whole child grow and develop physically, socially, emotionally, cognitively, and linguistically. In order to address the full range of each child's developmental needs. This is why we have chosen the High Scope program with zoo-phonics curriculum for our toddlerstown children.

1.1 In Literacy, toddlers uses Zoo-phonics which is a method developed to make children strong readers and spellers using a “phono” (hearing), “oral” (speaking), “visual” (seeing), “kinesthetic” (moving), and tactile (touching)—whole brain approach. Zoo-phonics uses animals drawn in the shapes of the letters for ease in memory. A related body movement is given for each letter. This concrete approach cements the sounds to the shapes of the letters. Lowercase letters and their sounds are taught first, capital letters and letter names are taught later. They will learn new skills and be able to practice their vocabulary and language skills that they have acquired through centers, songs, rhymes, fingerplay, and read alouds.

1.2 In Math, skills are introduced that allow the children to recognize and put numbers into everyday use. They will begin to recognize written numerals "0" through "10". When counting items in a collection, they will learn how to label each object with just one number word to determine the total ("one to one correspondence"). The skills are introduced through hands-on activities/worksheets/centertime and play.

They will develop their logical reasoning skills as they play and put together simple puzzles. They will begin to understand that a whole object can be separated into parts. They will be able to classify and sort objects identify and describe objects that are the "same" or "different."

1.3 In Science, children will learn about their body (healthy eating/body parts), movement (gravity, air and water movement), light, sound, and nature. We will help them to explore the world around them.

1.4 In Art, children will master their fine motor skills and hand-eye coordination through use of crayons, markers, safety scissors, glue, and paintbrushes. They will be able to explore the materials and enjoy the process.

1.5 Toddlers daily relaxation time

ToddlerTown offers a daily scheduled 10 minute relaxation time for the children. At this time the children will have individual cots set out during this time. Parents will provide a special blanket or some form of security for quiet time.

This is a valuable time for children's bodies to rest and grow so there is no playing during quiet time. In the case of a child who doesn't participate, they will have the choice to look at books.

Cots are disinfected on a daily basis and blankets/stuffed animals are stored in the child's cubby. They are sent home at the end of each week and before any holiday that will take place. Parents are responsible for bringing the blanket/stuffed animal back once school resumes.

1.6 Snack/Lunch Time:

Children have a snack and lunch at school. The classroom teacher and assistant stay with them to teach them important life skills that are an integral part of the curriculum. Table manners, eating politely, washing hands before and after eating, as well as, tidying up after eating are all part of the snack and lunch routines. Teachers sit with the students and discuss daily activities, encourage conversation, and reinforce proper eating habits. Healthy eating is encouraged (sandwich, fruit, crackers, cheese, yogurt, milk). Fizzy drinks (cola, Miranda) high content fruit juices, chips, chocolate, and sweets **are not** permitted. If your child is remaining late after 1:30 a lunch should be provided as well. Any food remaining by the end of the day it will be sent back home and not thrown away.

We also encourage proper dental care and ask that you send a tooth brush and toothpaste with your child.

2.0 Daycare Information, Policies and Procedures

School rules, schedules and policies are important and remain consistent for everyone. It is important to support and follow these procedures and policies as a means of providing a positive example for the children.

2.1 Daycare Hours:

ToddlerTown starts each morning at 7:30AM and ends at 1:00 PM for all children. Please do not bring the children before this time as teachers are not available for supervision. It is very important that children are picked up on time. Any child who is picked up later than 1:30 will be charged an extra fee for late pick ups.

2.2 Late pick ups

The following charges will be applied to your child's account for any late pickups:

2.5 KD per half hour
30kd per month

2.3 Attendance:

All children must be at the daycare no later than 7:30 AM. Parents should notify the daycare before 8.00 AM if the child is going to be absent, include the reason for the absence. Should a child travel when school is in session the parent must put in writing the amount of days that the child will be absent Remember! Success in school depends, on regular attendance and punctuality. Students who arrive late or who are often absent miss important information and contact time. Tardiness and absences may interfere with your child acquiring the skills and concepts necessary to succeed at the next grade level.

2.4 Vacation Request

Any vacation request during the year has to be notified at the center and the parent must complete a vacation request form. This form should then be submitted at the center. No refunds or credits will be given for time missed. If your child does not return by the expected date given on the form the place will be given to another child without notification. Payments for the following month should be made before the child leaves on vacation to secure the place of the child. If the form and payment is not completed the child's place will automatically be given to another child and no refunds for tuition will be given.

2.5 Illness/Medications:

Children who have a fever, diarrhea, vomiting, or a contagious disease such as measles, chicken pox, strep throat, head lice or conjunctivitis MUST remain at home. Your child must have been fever-free without medication for 24 hours before returning back to school.

Teachers do not administer medications to students. The daycare nurse will administer any medication that a child must take during school hours. Any medicine sent to school must be accompanied by a note with the name of the student, the name of the medicine, the dosage and the time the medicine is to be administered. The medicine will remain in the Nurse's Office and must be picked up there.

2.6 Uniforms:

All students attending Toddlers Town are required to wear the school uniform.

2.7 Jewelry:

Students may not wear jewelry or large watches to school. Girls may wear small earrings that do not dangle.

2.8 Toys:

Toys should not be brought to school unless the teacher permits it on a special occasion.

2.9 Money:

Students should not bring money to school except when it is requested by the school for special excursions or events.

2.10 Parties/Birthdays:

Birthday parties may be celebrated but only with prior permission from Administrative Secretaries and a reservation be made at the Reception. Parents should arrange parties a week in advance so they do not interfere with scheduled lessons and activities.

The following guidelines must be adhered to in order for your child's party to run smoothly.

- * Parties are to be booked at the reception
- * Parties will cost 20 kd – this includes toddlers town to prepare the furnished decorations and set up. We will take 10 professional photographs of the birthday.
- * Parties are to be held during your child's snack/lunch break only.
- * We ask that you bring healthy food/snacks and drinks for your child's special day. Birthday cakes or cupcakes are allowed but we ask that you refrain from bringing candies unless part of a goodie bag for classmates to take home. Due to our safety policy, our staff reserves the right to check the contents of the goodie bag before handing out to the children.
- * Only plastic knives/cake cutter are allowed. NO candles please.
- * Please make sure to provide forks/spoons/napkins and paper plates.

2.11 Lunch Bags

Bags must be clearly marked with the child's name

2.12 Parent, teacher meetings

Teachers can meet with parents between the hours of 1:15 PM until 2:30 PM; however parents will need to schedule an appointment 24 hours in advance to give teachers time to properly prepare and to ensure that they have not scheduled other meetings. Most difficulties can be resolved by speaking directly with the classroom teacher. If meetings with the teacher do not resolve the concern, parents are invited to schedule an appointment at the front desk with the owner.

2.13 Behavior Expectations

At toddlersTown, we encourage children to be able to perform some activities independently. Please help your child by encouraging them to get dressed, use the toilet, wash and dry their hands, tidy up after themselves, and fasten their shoes on their own. Children should not come to school wearing shoes with laces unless they know how to tie them by themselves. We also expect our students to be polite, take turns, listen carefully, be helpful, and follow directions.

2.14 Student Discipline

In our nursery, discipline means helping children practice acceptable behavior. We believe that children learn self-discipline when they are treated with respect. We do not use the same disciplinary techniques in every situation as we recognize that each child and situation is unique. However, all staff follows the same general disciplinary techniques endorsed by the National Association for the Education of Young Children.

- **Set clear, consistent and fair guidelines for classroom behavior and remind children of these guidelines when necessary.**
- **Redirect children to a more acceptable behavior or activity.**
- **Listen carefully to what children have to say about their feelings.**
- **Regard mistakes as opportunities for learning.**
- **Help children to develop the skills to solve their own conflicts.**
- **Model appropriate and respectful treatment of people and materials.**

In cases of inappropriate behavior, the staff member first tries to determine what happened, then uses professional judgment to decide how best to handle the situation. Children are encouraged to use words to talk about what is bothering them. Staff members try to involve children in the resolution of their conflicts. Staff members also try to encourage the children to see each other's points of view, which is a first step in the development of empathy, an important pro-social behavior. Discipline and showing courtesy

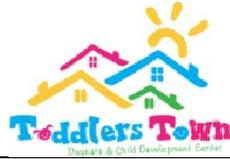
to others is expected of the students during field trips and other school related activities.

On occasion, the teacher may need to direct a child away from a group or activity, but this redirection is not used as punishment. It is an attempt to change a situation that is leading to inappropriate behavior. 'Time-out' is used if redirecting a child's activities is not effective. Students are removed from the classroom when their behavior is dangerous to themselves or others, or if all other attempts to solve the problem have failed. Parents will be notified in these cases and a parent conference may be scheduled.

At toddlertown, we believe a consistent and positive approach to discipline is best. Staff members do not, under any circumstance, hit, criticize, or make hurtful comments to the children. Relating positively to the students at all times is the primary goal at toddlerstown.

Toddlers Town reserves the right to dismiss any child whom we feel is not suitable for the daycare.

Thank you for your support and cooperation. We hope that your child will have an enjoyable and successful academic year.



QUALITY MANAGEMENT SYSTEM	
TITLE: OPERATIONS – PARENT HANDBOOK	
REF NO.: TTD.OPT.115.15/16	REV. NO.

Toddlers Town Disclaimer

Student Name:.....

Date:.....

Please check each box below.

Item Number	Subject	✓
1.0	The Daycare Program	
1.1	In Literacy	
1.2	In Math	
1.3	In Science	
1.4	In Art	
1.5	Toddlers daily relaxation time	
1.6	Snack/Lunch Time	
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2.1	Daycare Hours	
2.2	Late pick ups	
2.3	Attendance	
2.4	Vacation requests	
2.5	Illness/Medications	
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2.9	Money	
2.10	Parties/Birthdays	
2.11	Lunch Bags	
2.12	Parent, teacher meetings	
2.13	Behavior Expectations	
2.14	Student Discipline	

I have read and understand Toddlers Town Day Care parent handbook policy. I agree to follow and comply with all that is stated in the policy. I understand that Toddlers Town reserves the right to dismiss my child if any of the above policy has been broken by the parent.

Parent

Name:.....**Date**.....

Parent Signature:.....