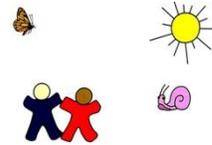




Everything you need to know about **THE TODDLER ONE GROUP** at the Children's Greenhouse!



Welcome to the Toddler One Group! Please take the time to read these few pages of information that will help give you a basic understanding of the Toddler One Group. Thank you!

CHILDREN

At the time of enrollment, the children in the Toddler One group range in age from approximately 17 months to 2 years 2 months.

STAFF

There is a **HEAD CAREGIVER**, a full time employee, who is responsible for the overall operation of the group. The head caregiver makes sure that the group's activities run efficiently and is the one who plans the activities around the center's curriculum themes. There is also a full time **HEAD ASSISTANT CAREGIVER** who works with the head caregiver in all aspects of the program and whose responsibility it is to ensure a smooth transition when the head caregiver leaves for the day. We encourage you to address questions or concerns to these primary caregivers. Together, with full and part time assistants, they form a team who supervise the children and who interact with them during activities and routines.

There is a ratio of one caregiver for every three children. This enables us to provide a good deal of attention to the individual needs of each child.

ROOM

Parents and children enter the room through the preschool gym area. The Toddler One room has a small kitchen area with a refrigerator for lunches, a bathroom and diaper changing area.

Toddler One shares their kitchen and diaper changing space with the Infant Two Group but have separate play space. Toddler One shares their gym area with Toddler Two (the gym or indoor play area is between the two rooms). This area is also a sleeping area at naptime. Each child has a coat hook and mailbox (which should be checked daily for artwork and notices from the office).

DAILY ROUTINES

Caring for your children is very important to our staff and one of the first goals is to get to know the children and their personalities. The next goal is to help the children adjust to the child care experience. Some children adjust quickly and others will take some time to feel comfortable separating from parents. Caregivers will help you by inviting children to play and get involved with other children.

Another goal of the Toddler One Group is to provide for the basic needs of each child in our care. This includes nurturing, feeding, sleeping, diaper changing and playing. In addition, staff spends time helping children to reach developmental milestones through planned and improvised activities.

The daily schedule for the Toddler One Group is flexible but there is an overall plan to the day. A copy of this schedule is on the last page of this packet and a copy is posted in the room.

Parents inform the staff about their child's daily needs by completing a **DAILY REPORT**. These forms are available in the Toddler One room and must be completed each day that your child attends. The information you provide on this form gives staff important guidelines for your child's day as well as giving you a summary of your child's time at the Greenhouse.

(daily routines continued)

In addition to the daily form, you should also complete a **TODDLER INTAKE FORM** when your child starts in our program and at any time that there are significant changes in eating, sleeping, health needs, etc. The Intake Form gives caregivers an overview of your child and is something they will refer to periodically for guidance.

ACTIVITIES

Toddlers in this age range are a fascinating developmental group. Some still have characteristics of infants (they are unsteady walking, saying a few words, needing to be fed, etc.) and some have characteristics of toddlers (walking, speaking in sentences, eating independently, etc.) The Toddler One caregivers are experts at meeting the needs of this diverse and interesting group!

Keeping these developmental levels in mind, caregivers plan a variety of activities for the children and each day includes:

- art activities (coloring, painting, gluing)
- music and movement
- storytime (both group and individual)
- water and sand table play
- playdough, puzzles and manipulative toys
- dramatic (pretend) play
- free play (children choose from a variety of available toys and activities)

Every day, weather permitting, the toddlers go outdoors to the small playground where they can climb, ride on bikes and cars, dig in the sand and play with outdoor toys. Using our wagons that safely seat six children, the group will occasionally go for walks to enjoy the sights and sounds of the campus. On rainy or very cold days, the toddlers will use the indoor gym area for gross motor play.

MEALS

Toddler One children sit as a group for meals and there is a good deal of adult interaction to help them with eating. Special attention is given to the children to ensure their nutritional needs are met: staff will feed children, will help to feed them as they become more independent with eating, and will encourage them to learn how to feed themselves. Parents bring lunches and we provide snacks for the children three times per day.

Our license to operate requires that we monitor the children's food intake for nutritional value; this includes lunch and snacks, which are provided by the Greenhouse. Based on this requirement these are some basic rules that everyone should follow:

PLEASE DO NOT SEND:

- X HIGHLY SUGARED, SALTED OR ARTIFICIALLY FLAVORED OR COLORED FOODS*
- X CANDY, GUM, CHEESE DOODLES OR CHIPS OF ANY KIND*
- X CHOCOLATE IN ANY FORM (COOKIES, CANDY, GRANOLA BARS, ETC.)*
- X PRE-PACKAGED FOODS (SUCH AS LUNCH BUCKETS OR FROZEN FOODS)*
- X FAST FOODS OF ANY KIND (THIS INCLUDES MC DONALDS AND BURGER KING)*
- X HIGHLY SWEETENED CEREALS (NO FRUIT LOOPS, TRIX, ETC.)*

PLEASE DO SEND:

- ✓ MILK OR 100% FRUIT JUICE AS A BEVERAGE WITH MEALS. When possible, juice should be diluted.*
- ✓ A LUNCH THAT PROVIDES SEVERAL APPROPRIATE FOOD CHOICES.*

LUNCH GUIDELINES

Imagine having to serve any meal or snack to several tables full of hungry young children! At the Greenhouse that goes on several times a day and it is the goal of our staff to make these times as enjoyable as possible for the children. So that the caregivers may devote more direct attention to the children we ask you to follow these simple guidelines:

- Lunches that contain food to be served warm should be placed in the refrigerator and will be warmed by our staff.
- Lunches should contain a variety of food, including fruit and a simple snack or dessert.
- Lunches should include a beverage.
- Please put your child's first and last names on all cups and food containers.
- Pre-packaged drinks, applesauce, fruit cups and puddings are occasionally wasted because the children only eat small amounts and the remainder cannot be put into a lunch box.
- Please cut all food into bite-sized pieces; this includes peeling, pitting and slicing fruits, including grapes. *Please do not send in any meat on bones.*
- You may send peanut butter sandwiches.
- Some suggested lunch items are: *sandwiches, yogurt, rolled up cold cuts, cold meats, pieces of cheese, raw or slightly cooked vegetables, cheese and crackers, macaroni and cheese, spaghetti, cut up apples, pears, oranges or any fruit cut up, graham crackers, vanilla wafers, animal crackers or other plain cookies.*
- ***Any uneaten lunch items will be returned to you in your child's lunch box.***

SPECIAL FOOD NEEDS – health or allergy related, nutritional, religious or cultural food needs will be accommodated. The most important factor in special situations is to discuss these needs with administrators and caregivers.

MEAL SCHEDULES

In addition to lunches that come from home, snacks are provided for the children three times per day.

- **Breakfast** – you may send in breakfast from home, if you would like. It will be served to your child at morning snack time or if you are scheduled to arrive before 8:00 AM, it will be served when your child arrives.
- **Morning Snack** – consists of a variety of nutritious breakfast foods and is served at approximately 9 AM.
- **Lunch** – at the beginning of a semester, lunch starts out quite early as the children are hungry from a busy morning of activities. As days and weeks progress, lunch time becomes more set at about 11:30 AM. Children are given their lunch at this time but if they do not eat well, they are offered lunch again at afternoon snack.
- **Afternoon Snack** – is served at 2:15 PM and this is also when lunch will be served again for those children who did not eat well earlier.
- **Late Afternoon Snack** – a light snack is served at approximately 4:15 PM.
- **Beverages** – the children are given milk or water as a beverage with all snacks.

SLEEPING

Parents give staff guidance as to how their child goes to sleep and staff do their best to duplicate the child's usual sleeping habits.

It is our goal to have all the children sleep on cots, using sheets and blankets from home. To facilitate this, a caregiver will sit with children while they are going to sleep. In addition, a caregiver monitors the children while they are sleeping. Cots are labeled with children's names and are regularly cleaned and disinfected.

DIAPERING/TOILETING

Children's diapers are changed every two hours or when needed. Parents provide all diapering supplies and will be asked to sign a form giving us permission to apply creams or lotions. Each child has a storage bin, in the changing area, which holds a daily supply of diapers, wipes, etc., as well as a change of clothing.

Department of Health guidelines are followed for diapering and these procedures include but are not limited to:

- Staff wear vinyl gloves when changing diapers.
- Diapering area is covered with exam table paper.
- Soiled diapers and paper are disposed in covered trash cans.
- Diapering area is wiped down with a disinfecting solution of bleach and water.
- After diapering, children wash and dry their hands and adults wash their hands thoroughly.
- Diaper change is recorded on daily log.
- CHILDREN ARE NEVER LEFT ALONE ON THE CHANGING TABLES.

If your child begins to show interest in toilet training, please notify caregivers so that they can work cooperatively with you on this important developmental step.

SUPPLIES

Please bring these items to the Greenhouse for your child and please write your child's name on each item:

- One change of clothing that includes a shirt, pants, onesie or undershirt and socks.
- A sweater or sweatshirt just in case it's cool in the building.
- Diapering supplies including diapers, wipes and diaper ointment or cream. It is advisable to bring in a large pack of diapers and as you run low on diapering supplies, you will receive a note asking you to bring in additional items.
- A crib sheet and light blanket for sleeping. (Sheets and blankets will be laundered weekly at the Greenhouse.)
- If your child uses a pacifier you must provide a pacifier holder/clip labeled with your child's first and last names.

OTHER IMPORTANT INFORMATION

1. **MEDICAL EXAMINATIONS AND IMMUNIZATIONS**

Each child at the center is required to have an annual, complete physical examination, signed and dated by a physician and recorded on DSS Form 4433 (which are available in the Greenhouse office). In addition, please keep us informed when your child's immunizations have been updated by bringing in a printout or note stamped by your health care provider.

2. **MEDICATION**

If your child needs to have any type of medication while they are at the center, you must stop in the office and speak with administrators who will provide you with the appropriate permission forms.

* ***Please refer to the handbook for more detailed information on these topics.***

SUMMER SESSIONS

- **SCHEDULE:** The daily schedule of activities and routines will be adjusted in the summer. Parents will receive the summer schedule at the start of the session their child is attending.
- **CLOTHING:** Children who are enrolled during the summer months of July and August should bring a bathing suit, a towel, and water shoes so that they can fully participate in the fun of our sprinkler and outdoor water play.
- **SUNBLOCK:** We provide sunblock for the children and apply it prior to going outdoors. Parents may choose to supply their own product which we will keep on hand to use prior to outdoor activities. Parents will be asked to sign a form giving us permission to apply sunblock.

ASSESSMENTS AND CONFERENCES

Over the course of a semester, the head caregiver will conduct assessments to determine that each child in the program is reaching age-appropriate developmental milestones. These assessments will be used to provide parents with information about their child's development during parent/caregiver conferences and to assist staff in planning programmatic activities that meet the developmental needs of each child. Sample forms may be viewed in the office.

Individual meetings with caregivers are offered at the end of the Fall and Spring Semesters. Notice of meeting dates will be given, prior to the end of the semester, and parents may choose a meeting day and time that is convenient.

This opportunity to meet with your child's caregiver is very valuable because it will give you an opportunity to privately discuss your child's progress and development and to review assessment materials. You may also request a meeting with your child's caregiver at any time during the year if you have the need to discuss any issues involving your child or if you would like to receive a developmental progress report.

MOVING TO THE NEXT AGE GROUP

We generally transition children to the Toddler Two Group at the start of a new semester. Occasionally, we will move a child during a semester if there is an opening and if the child is developmentally ready. When the decision to move a child is being made, parents will be informed and given an opportunity to meet with new caregivers. As part of the transition process, children will make several visits to the new room, accompanied by caregivers they know.

IN CLOSING

We want your time in the Toddler One Group to be a positive experience for your child and for you. At any time, please do not hesitate to ask the caregivers questions and to speak with administrators if you have concerns about your child or any aspect of the program.

Sample Toddler One Schedule

FOR FALL AND SPRING SEMESTERS

7:30	Breakfast
7:45	Play time
8:45	Diaper/Potty time
9:00	Snack/Breakfast
9:20	Story time
9:30	Outdoor play/Walks/Gym
10:15	Art activities
10:45	Diaper/Potty time
	Free play/Table activities/Puzzles/Manipulatives
11:15	Circle time/Music and movement/Story time
11:30	Lunch
12:00	Nap time/Play time
1:30	Diaper/Potty time
	Art activities/Water and Sand tables/Playdough
2:15	Snack/Late lunch
2:40	Outdoor play/Walk/Gym
3:15	Circle time/Music & movement
3:30	Diaper/Potty time
	Art activities/Water and Sand tables/Playdough
4:15	Snack/story time
4:45	Diaper/Potty time
5:00	Play time

