



## TODDLER HANDBOOK

It is our pleasure to welcome you to the Toddler environment. Your child is entering one of the most exciting times of life. Our goals are to provide an engaging, safe, enriching environment where your child can explore, develop, change, and create and to provide support for parents of toddler-aged children.

To help answer some questions you may have, please read through the information below. Please keep this handbook available for reference throughout the year.

Mrs. Carla Turpin & Ms. Kennedy Haley

### **ATTENDANCE**

The Toddler program is open from 7:00 AM to 6:00 PM; half-day toddlers will attend school from 9:00 AM to 11:45 AM. To truly experience the benefits of Montessori, it is imperative that your child arrives on time and is able to participate in the full work cycle. Late arrivals are a distraction to students that are engaged in their work. As such, we expect **all children must arrive by 9:00 AM.**

Please call the school office by 9:00 AM if your child will not be in school on a day they usually attend. Please be prompt for arrival and dismissal, as charges may apply.

**Days that the school will be closed are marked on the school calendar.** Please note these days in advance and make alternative plans for your child. School closings for weather are announced on Fox 8, Facebook, and via parent broadcast. You will also receive a call from the parent broadcast system regarding other important information. Please refer to the CMS Parent Handbook for further information regarding school closings.

### **BIRTHDAYS**

Most children enjoy sharing a snack with their friends at school to celebrate this special day. Parents are welcome to provide a special birthday snack and will celebrate their child's special day during circle as well. **Due to dietary concerns, we do prohibit the use of tree nuts and peanuts.**

### **MEALS AND SNACKS**

Since children at this age need to eat approximately every two - three hours, we will serve a morning and afternoon snack. Children staying until 5 or 6 will be offered an additional snack.

#### **7:00 – 7:45 AM: Breakfast**

Children are encouraged to share a breakfast at home with family; however, they may bring a simple, nutritious breakfast to school. Finger foods like fresh fruit or a piece of toast work best. Please pack your child's breakfast in a bag or lunch box.

### **10:00 AM: Snacks**

Nutritious snacks will be served at approximately 10 AM and students will eat together as a group. Once a month, you will be asked to provide a snack for the classroom. Snack calendars will be posted outside your child's room and online every month. *Due to food allergies, please send in the snack as requested or consult with your Directress regarding a substitute.*

### **12:00 PM: Lunch**

The school lunch program is available to children who are enrolled all day. Alternatively, your child may bring a packed lunch, *including a drink*. Please do not send items that may cause a choking hazard, such as uncut dogs, popcorn with the hulls, or whole grapes. Uneaten food will be sent home if requested. Daily notes are provided to inform you how your child ate at school.

### **3:00 – 4:00 PM: Snack**

Nutritious snacks will be served at this time.

**CMS is a TREE NUT, PEANUT, AND PEANUT PRODUCT free environment**

## **CLOTHING**

Independent self-care is an extremely important aspect of your child's growth and development at this age. The child wants to do everything possible without help or wants to at least try. Your child will be helped to change their diaper and learn to dress independently. Please dress your child in simple, sturdy, washable play clothes which your child can manage on their own. We suggest elastic waist pants, pullover shirts, sneakers, and socks.

*Please, no flip-flops or dress shoes.* Experience has shown that these can be dangerous for your child to wear, especially on the playground.

We will go outside regularly when the weather permits. When purchasing winter gear such as boots, snow pants, coats, and mittens, it is very helpful to take your child with you to see if they can be easily managed by him/her. Please remove drawstrings from coats, raincoats, and jackets to prevent possible injury. *Please put your child's name on all clothing.*

## **Each Child Will Need**

- One package of diapers
- Diaper cream if needed (a form is required)
- Small plastic cup (no sippy lids)
- 5 extra changes of clothing: shirts, pants, socks
- One extra pair of shoes
- Plastic container for extra clothing
- Small backpack or bag to carry information and work to and from school
- During winter months: hat, gloves or mittens, snow suit and snow boots

Nappers should bring:

- Blanket and/or small pillow. These will be sent home at the end of your child's week to be washed.
- Pacifiers for nap only, if needed.
- Loveys and/or stuffed animals are not permitted.

**Please resist bringing toys to school!** These items often get lost or broken, or disputes arise over ownership, causing hurt feelings. Explain to your child that the toy will be waiting in the car at dismissal time. Expect your child to test this limit, but please be firm.

## **ILLNESS**

Your child will experience mild illnesses as he continues to build immunity. Most illnesses are mild and viral in nature. The staff is very conscientious about hygiene and environmental cleanliness. However, most illnesses spread before any real symptoms appear. These illnesses come from germs and viruses caught from other people, not from being too hot, too cold or exposure to the elements from daily outside play.

If your child becomes ill at school, they will be made comfortable, and you will be called to come to take them home. It is helpful to arrange in advance for an alternative adult who can be contacted to come for your ill child in the event that you are not available. **Your child will not be able to return until 24 hours after their fever or other symptom has abated.** Please refer to the CMS Parent Handbook for more information.

## **COMMUNICATION**

We place a high value on communication between school and family. You will receive daily reports via Montessori Compass describing important events, accomplishments, and details about the school day. Formal feedback is also provided during the Fall and Spring Parent-Teacher conferences. Any messages, such as a change in schedule or who will be picking up your child, can be communicated with the office or given to the Toddler staff directly. Please call the school if you have any questions or concerns. While it may not be possible to leave the classroom, we will return your call as soon as possible.