



Toddler Family Understanding

610 Nottingham Drive Cary, NC 27511

919-439-0130

Family Understanding

Enrollment Forms

Please make sure that your child's emergency form, immunization and health forms, as well as payment are in *before* your child begins their school session. Also, please review the [Toddler Handbook](#) for important information.

Drop Off is at 8:30am

Please strive for a consistent, calm and easy transition by saying goodbye just outside the classroom door. If you need to talk to an administrator in the office, please say goodbye to your child, then enter the office and close the door so that your child may begin their day undistracted. If you want to chat with another parent, please do so in our breezeway or in the parent lounge for the same reason. Please be sure to sign in and out each day!

Half Day pick up is at 12:30pm

Please sign your child out each day

Full day pick up is at 3:00pm

Please sign your child out each day

A note about picking up your child

Only those listed able to retrieve your child will be able to sign him or her out- should you wish to add a friend or family member, please ask to write it in your child's file. The first time that any staff member meets the newly-included person, he or she will be asked to present a photo ID.

Lateness / Absences

It is important that children arrive promptly each day – as we have lots of fun activities planned! Should your child be arriving late or be absent – please call the office (919-439-0130 and leave a message if necessary) as we include this news in our morning announcements. Children often ask where their friends are, and we like them to know if a child is on a trip, arriving late and will be absent for the day.

Snack Contribution

Parents are asked to bring in healthy snacks for the classroom on a rotation basis. We encourage parents to purchase food without corn syrup or artificial dyes, preservatives, or chemicals. You will be notified when it is your turn.

Parent Education and Community Meetings

On the first Thursday of every month, we have Community Night. We find these times to be extremely valuable, please make every effort to attend these nights and as always, childcare will be available. On occasion a special lecture we encourage you to attend.

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Parent Conferences

You will be assigned a time and date to discuss with your teacher your child's academic, social and physical progress at least once a month in advance. Please contact your child's teacher if you should need to reschedule, and make plans for both parents to attend.

Open Door Policy

We enjoy having a relaxed attitude towards parents entering the classroom – please follow the following guidelines when deciding to enter the classroom.

- ☞ Feel free to enter in the morning with your teachers permission after your child has been in the classroom for at least 30 days
- ☞ Likewise, feel free to schedule to spend part of the morning with your child in the class or join for lunch. This may be done by signing up prior to your desired day
- ☞ If you feel that your child is having a difficult transition in the morning, allow the teacher to take the lead and distract your child or pick child up to say “goodbye” together to you. Your teacher may contact you to discuss other options that may help

Parent Volunteer

We require 10 hours a school year – 1 hour per month. Please sign up for one or more activities that you would like to help with.

- ☞ Nap Duty: needed 1 hr. / month
- ☞ Garden Care: 30 min increments, with or without children
- ☞ Lessons in the classroom: we'll train you!
- ☞ Facilities Help: Maintenance + beautification
- ☞ Playground Help: 30 min increments
- ☞ Material Making: Cutting, gluing – can be done at home
- ☞ New Parent Mentoring: 30 min increments
- ☞ Open House Parent representative: 1 hr./ month
- ☞ Other: what are your specialties: