

# Toddler Family Orientation

## Family Understanding: (Please initial each line)

\_\_\_\_\_: **ENROLLMENT FORMS.** Please make sure that your child's emergency form, immunization and health forms and payment are in *before* your child begins his school session. Also, please review the Toddler Handbook for important information.

\_\_\_\_\_: **DROP OFF IS 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 his day undistracted. 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 PICKUP IS AT 12:00PM.** Please sign your child out each day.

\_\_\_\_\_: **FULL DAY PICKUP IS 3:00PM.** Please sign your child out each day.

\_\_\_\_\_: **A NOTE ABOUT PICKING UP YOUR CHILD.** Only those listed as 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 to let them know if a child is on a trip, arriving later, or will be absent for the day.

\_\_\_\_\_: **SNACK CONTRIBUTION.** Parents bring in healthy snacks for the classroom on a rotating basis. We encourage parents to purchase foods 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. As always, childcare will be available. On occasion we will offer a special lecture that we encourage you to attend.

\_\_\_\_\_: **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 one month in advance. Please contact her right away if you should need to reschedule and make plans for both parents to attend.

\_\_\_\_\_: **OPEN DOOR POLICY.** We enjoy having a relaxed attitude toward parents entering the classroom. Please follow these guidelines when deciding to enter the classroom.

- Feel free to enter in the morning with your teacher's 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 class or join him 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 him up to 'say goodbye together' to you. Your teacher may contact you to discuss other options that may help.

\_\_\_\_\_: **PARENT VOLUNTEER** requirement is 10 hours a school year, or 1 hour a month. Please sign up for one or more activities that you would like to do.

- Nap duty (needed 1 hour/month)
  - Garden Care (30 minute increments, with or without children)
  - Lessons in the Classroom (we'll train you!)
  - Facilities Help (maintenance + beautification)
  - Playground Help (30 minute increments)
  - Material Making (cutting and gluing, can be done at home)
  - New Parent Mentoring (30 minute increments)
  - Open House Parent representative (1 hour/month)
  - Other. What is a specialty of yours?
-

## Preparing for School: (initial on the line)

We request that you provide the items listed below to help us meet the needs of your child:

- \_\_\_\_\_ Enough diapers and wipes to last approximately one week (or more).
  - If your child wears cloth diapers, please bring a zippered, waterproof, plastic lined, machine washable, bag for transporting soiled clothing.
  
- \_\_\_\_\_ LUNCH (for both half day and full day students)
  - Lunch box should be labeled with name and date and should contain a protein, vegetable/ fruit, carbohydrate option, and milk (optional) in portions that your child can finish. Your child's teacher will not be able heat up any food during lunch, so please pack hot and cold foods in Thermos brand containers. Please introduce any new foods 3 times at home before sending to school to check for any potential food allergies.
  
- \_\_\_\_\_ Nap materials for full day children
  - A crib-sized, labeled sheet, small blanket, and a small pillow. All full day children will be asked to lie down for a nap.
  
- \_\_\_\_\_ Extra Clothing
  - Each child should have FIVE sets of clothes (shirt, pants/shorts, socks and underwear, all labeled) and an extra pair of shoes at school. Please bring the five sets of clothes on your child's first day. We will use them as "back up" clothes and to practice dressing skills as a part of the classroom curriculum. Clothing must be brought in a bag labeled with your child's name.
  
- \_\_\_\_\_ Appropriate Clothing
  - When dressing your child for school, keep in mind the weather. Temperatures can change throughout the day, so dressing your child in layers makes it easier for them to take off a sweater if it gets too hot, or put on another jacket if it gets too cold. Weather permitting, we go outside every day. Dress your child appropriately for outdoor play.
  - Dress your child in clothing that they can manage to put on/take off themselves as this builds independence. Elastic pants without buttons are best.
  - Send your child to school in closed-toe shoes for their safety. The shoe should fit well enough that if they were to kick a ball it would stay on. We prefer shoes that do not have laces as the children will be practicing putting their shoes on and off on their own.
  - When dressing your child consider their comfort as he/she will be moving

quite a bit. For girls, you may want to consider putting shorts or bloomers under skirts and dresses as the children are very active throughout the day.

- \_\_\_\_\_ Should your child need sunscreen or bug repellent, please apply this before coming to school.
- \_\_\_\_\_ We encourage independence. As we work with helping your child gain independence in the classroom we would like your support in continuing to work with them at home practicing hand washing, dressing and undressing, washing dishes/cups, eating properly at the table/manners, wiping after using the bathroom, using tissues for nose wiping, and feeding themselves.
- \_\_\_\_\_ During summer months, please bring a reusable, filled water bottle with your child's name and drop it in the basket outside your child's classroom each morning. Take home water bottles daily.

***“Our care of the child should be governed, not by the desire to make him learn things, but by the endeavor always to keep burning within him that light which is called intelligence.” -Maria Montessori***

## Signature of understanding:

\_\_\_\_\_ I have read and understand the policies and procedures discussed in the Toddler Handbook and the Toddler Family Orientation. I understand that if I have any questions or concerns about any given policy or procedure I may take them to the Director.

\_\_\_\_\_ I have also received access to the Renaissance Montessori Parent Handbook, which includes the school's discipline policy and child abuse procedures.

\_\_\_\_\_ I have received the NC Child Care Laws and Rules.

\_\_\_\_\_ My child has permission to walk outside the fenced playground with adult supervision, such as during fire drills.

---

Signature

Date