



New Parent Orientation - Infant/Toddler Community - 2013-2014 School Year

Name: _____ Date: _____

Welcome to Renaissance Montessori! We are excited to have your family part of our school community. Please let us know what questions you may have regarding the information below and **initial below** beside each topic.

_____ **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 Infant/Toddler Handbook for important information.

_____ **Drop off: 8:30 am.** 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.

_____ **Lateness/ absence.** 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.

_____ **Diapers/Clothing.**

- Please provide your child with **five sets** of clothes (one shirt, pair of pants, socks and underwear, **all labeled**) on his first day. You may leave these items in his cubby. Please consider the following recommendations:
 - Weather appropriateness (and layer if needed to accommodate for weather and temperature changes).
 - Closed-toe shoes (that fit well and are easy to walk and run in) for their safety.
 - Comfortable clothes that your child can move easily in and can easily take off/put on themselves (i.e. for toileting). Your child as he/she will be moving quite a bit (sitting, standing, walking, and climbing). Clothes may get dirty from artwork or play so please keep that in mind as well. Weather permitting, we will be going outside every day so please dress your child appropriately for outdoor play (and send jackets/hats when

appropriate). For girls, you may want to consider putting shorts or bloomers under skirts and dresses (if you choose to have your child wear a dress/skirt). We teach girls how to sit appropriately as to not display any undergarments but this may not always be possible (during work times, climbing, sliding, etc.)

- Please provide at least enough **diapers and wipes to last approximately one week (or more)**. If your child wears cloth diapers, please bring a bag (preferably one that is zippered, waterproof/ plastic lined, and machine washable) for transporting soiled clothing.

You are welcome to check the dressing shelves to evaluate amount needed to refill (we recommend you check the bin on Friday to assess how many are needed for the following week so you can bring that amount in on Monday).

- If your child is in the process of independent toileting, we should have five underwear/training pants at school. If a wet/soiled set is sent home, please replace the following day so we always have enough on hand at school.
- If your child is consistently toileting independently, please supply 5 pairs of underwear (as mentioned above in regards to extra clothing).
- Should your child need sunscreen or bug repellent (as our property is quite wooded!) please apply this before coming to school.
- 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.

_____ **Diapering and Independent Toileting Guidelines.** Learning how to use the toilet is a natural process that is supported and encouraged in the Infant/Toddler Community. In our classroom, the adults help the children learn about the toileting process rather than train them to use the toilet. As always, it is important for the child to be actively involved in his/her own learning process. With learning any new skill, consistency is extremely beneficial. We will be following the Montessori teaching methods for independent toileting at school and we encourage you to do the same at home to support the process and ensure consistency.

- **Diaper Changing:** In our classroom, all diapers will be changed in the bathroom while the child is standing up (when the child is able to stand/walk on their own). We will assist the child, when needed, to ensure that he/she is wiped adequately and diaper and clothes are on properly. Like in all aspects of the Montessori teaching, it is our primary goal to help each child to do things themselves. When you feel it is time to transition your child out of diapers, we are happy to further discuss readiness and toilet learning procedures with you.
- **Independent Toileting:** The child will never be forced to use the toilet but will he/she will be encouraged to try and use the toilet when appropriate. While the child is learning to use the toilet, he/she should wear **cotton underwear with a plastic training pant cover or cloth training underwear at all times**. Please provide **five**

sets of either option. We will not use disposable training pants in the classroom (and they will not be used at nap). Disposable training pants (such as Pull-Ups) are too absorbent and do not allow the child to feel wetness adequately which greatly hinders the independent toileting process. We will make sure the child has several opportunities for toileting throughout the day. We will talk through the process with your child to draw their attention to each step. We will use appropriate language, encouragement, and patience during this process. If a child wets or soils themselves, we will simply state the facts of what has occurred and not call the incident an accident or make any other negative or discouraging remarks. Please remember that toileting is a natural process that takes time, acceptance, encouragement, support, and patience. We encourage you to discuss any concerns or thoughts you have with the teachers at any time. Consistency and patience are the greatest tools necessary for this process and, working together, we can help your child learn how to consistently use the toilet to foster independence and confidence within themselves.

_____ **Snack + Supplies Contribution.** Each month 2-3 families will be asked to provide certain frequently-used items. When your month comes, please contribute one item each Monday morning from your list. If you are bringing snack items, please bring toddler-appropriate snacks as listed below.

- Last names A-J: A **dairy** item such as yogurt, ½ gallon of whole milk, string cheese, cottage cheese, cream cheese, etc.
- Last names F-J: A **grain** item such as a loaf of whole grain bread, whole grain mini-muffins, whole grain waffles/pancakes, whole grain crackers, organic cheese crackers, etc.
- Last names K-O: A **vegetable or fruit** such as cucumber, blueberries, bananas, apples, grapes, strawberries, melon, avocado, pears, etc. (all vegetables/fruits will be cut to safe and appropriate sizes by the staff)
- Last names P-T: An **art supply** such as tempera paint of any color, yarn, modeling clay, etc.
- Last Names U-Z: A **paper product** such as tissues, paper towels, etc.

_____ **Parent Volunteer** requirement is 10 hours a school year, or 1 hour a month. Please sign up below for one or more activities that you would like to do.

<ul style="list-style-type: none"><input type="checkbox"/> Nap duty (needed 1 hour/month)<input type="checkbox"/> Garden Care (30 minute increments, with or without children)<input type="checkbox"/> Lessons in the Classroom (we'll train you!)<input type="checkbox"/> Facilities Help (maintenance + beautification)<input type="checkbox"/> Playground Help (30 minute increments)<input type="checkbox"/> Material Making (cutting and gluing, can be done at home)<input type="checkbox"/> New Parent Mentoring (30 minute increments)<input type="checkbox"/> Open House Parent representative (1 hour/month)<input type="checkbox"/> Other. What is a specialty of yours? _____ <p>_____</p>
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_____ **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.

_____ **Half Day pick up** is at 12:30 pm. Please sign your child out each day.

_____ **Full Day pickup** is at 3:00. Please sign your child out each day.

_____ **Extended Day pickup** is 4:00-6:00 pm. Please ring doorbell and a staff member will let you in. Please do not bring guests who are not specifically noted in your child's file as able to pick up your child, as they will not be allowed into the building.

_____ **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.

_____ **Lunch.** For full and extended day students, please pack a labeled lunchbox with a protein, dairy, vegetable/ fruit, carbohydrate option and milk **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. At drop off, you will store the lunchbox in the kitchen with the day's date on a label. Please introduce any new foods 3 times at home before sending to school to check for any potential food allergies.

_____ **Bottles.** If your child is drinking milk from bottles, we ask that you bring in enough prepared beverage for the day. Premixed formula or breast **milk MUST BE labeled with DATE and NAME**. All bottles and remaining milk will be sent home each day. We ask that you bring an extra bottle than what you expect your child will need, just in case (i.e. if you think your child will consume four bottles a day, please send five bottles). We cannot reoffer a bottle to a child once it's been used once for the day. Please remember to label all parts of the bottles as well. Bottles that we have served and are not empty will get a sticky dot on them indicating that we are unable to offer that bottle again and placed in the refrigerator. All bottles are warmed using a bottle warmer (not microwaved).

_____ **Naps.** For full and extended day students who still nap, please provide your child a crib-sized set of labeled sheets; small pillow and blanket are optional. Your child will be asked to lay down for 30 minutes; if he or she does not fall asleep regularly, he will be invited to rest quietly, then find an activity.

____ **Infant Tummy Time.** For young babies, tummy time will occur two to three times per day for a short time period (approximately 3 – 5 minutes at a time is recommended at first) and the time will gradually increase as needed. This time will be closely supervised with a caregiver sitting on the floor by the baby until the child is crawling on his/her own. If a baby falls asleep while on his/her tummy, he or she will immediately be placed on his/her back for sleeping.

____ **Infant Back to Sleep Policy.** All infants (12 months old and under) will be placed in the crib on their back to reduce the risk of SIDS (Sudden Infant Death Syndrome). Please review our **Safe Sleep Practices:**

1. All child care staff caring for infants and child care staff that may potentially care for infants will receive training on how to implement our infant Safe Sleep Policy.
2. Infants will always be placed on their backs to sleep, unless there is a signed Alternate Sleep Position Waiver- Health Care Professional Recommendation in the infant's file. A waiver notice will be posted at the infant's crib. This facility does not accept Alternate Sleep Position Waiver – Parent Request. Waivers will be retained in the children's record as long as they are enrolled.
3. When babies can easily turn over from the back to the stomach, they will be placed to sleep on their backs and then allowed to adopt the sleep position they prefer. This is in accordance with the American Academy of Pediatrics (AAP) recommendations. Child care staff can further discuss with parents how to address circumstances when the baby turns onto their stomach or side.
4. Sleeping infants will be visually checked daily, every 15-20 minutes, by assigned staff. The sleep information will be recorded on a Sleep Chart. The Sleep Chart will be kept on file for one month after the reporting month. We will be especially alert to monitoring a sleeping infant during the first weeks the infant is in child care.
5. Staff will reduce the risk of overheating by not over-dressing or over-wrapping the infants.
6. All parents/guardians of infants cared for in the facility will receive a written copy of our Infant/Toddler Safe Sleep Policy before enrollment, will review the policy with staff, and sign a statement saying they received and reviewed the policy.
7. The temperature in the room where the infant(s) sleep will be kept between 68-75°F and monitored by the thermometer kept in the infant sleeping room.
8. To promote healthy development, awake infants will be given supervised “tummy time” for exercise and for play.

Safe Sleep Environment

9. Infants' heads will not be covered with blankets or bedding. Infants' cribs will not be covered with blankets or bedding. We may use a sleep sack instead of a blanket.

10. No loose bedding, pillows, bumper pads, etc. will be used in cribs. We will tuck any infant blankets in at the foot of the crib and along the sides of the crib mattress.

11. Toys and stuffed animals will be removed from the crib when the infant is sleeping.

12. Pacifiers will be allowed in infants' cribs while they sleep. When the pacifier falls out of the sleeping infant's mouth, it will not be reinserted into the infant's mouth. The pacifier is the only object we will allow in a crib.

13. A safety-approved crib with a firm mattress and tight fitting sheet will be used.

14. Each infant will sleep have his or her own crib. Only one infant will be in a crib at a time, unless we are evacuating infants in an emergency.

15. No smoking is permitted in the infant room or on the premises.

_____ **Parent Education and Community Meetings.** As you know, we find these times to be extremely valuable. Please make every effort to attend these nights once per month. 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.

AFFIRMATION OF RECEIPT OF COPY OF THE PARENT HANDBOOK

According to NC Statutes, each family must sign and return the following written statement I/We, _____, and _____

have received (please initial) _____ The Renaissance Montessori School Parent Handbook, which includes the _____ School's discipline policy and child abuse procedures. My child has permission to: _____ walk outside the fenced in playground with adult supervision. (Fire drill)

Signed

Print Name

Print Name

Date

Date

Thank you for choosing Renaissance Montessori!

A Bilingual Arts and Sciences Montessori Preschool.

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