

Prospective Parents,

Thank you for your interest in the Developmental Learning Center of First United Methodist, Dallas (DLC). We look forward to working with you and your family, and hope the DLC will be able to accommodate your family's needs.

It is the DLC's goal to guide individual development during the early years by providing a nurturing and enriching environment within a Christian setting. We also strive to maintain excellent teacher - parent relationships. Our classrooms offer low child - teacher ratios and interactive surroundings. The DLC exceeds the state childcare standards to reach a high level of quality, which is so important for successful child development.

If you would like to be placed on the waiting list, please fill out an application and submit it with the \$50.00 non-refundable waiting list fee. This fee is not applicable to the enrollment fee, when enrollment becomes available. If the waiting list continues to stay full, we have a priority system as explained in the program information. There are no guarantees that we will be able to enroll your child. Please make sure you have arranged other options. As soon as the DLC is aware of enrollment availability, parents are notified. This is usually 90 days in advance of the opening. Please e-mail to check the wait list status. We will notify you. If you would like to schedule a tour to see the school, you must make an appointment.

If you desire more information regarding the DLC, please contact Quenetta Cox, DLC Director, via email at qcox@fumcdallas.org.

General Information

Licensing/Accreditation

The Developmental Learning Center of First United Methodist, Dallas (DLC) meets all Texas Health and Human Services (THHS) Minimum Standards for a day care facility. A copy of the THHS Minimum Standards is available in the DLC office along with all records related to licensing checks.

Enrollment

The DLC accepts children regardless of religious affiliation, gender, physical and mental disabilities or ethnic background.

When classroom enrollment is full, a prospective student may be placed on a waiting list. Parents are asked to fill out an application and return it to the office to be considered for possible openings. Applications are dated and filed. The waiting list is handled on a first-come, first-served basis with preference given in the following order: staff of the DLC, siblings of current students, FUMC staff and members, and other applicants. There is a non-refundable fee of \$50.00 to be placed on the waiting list.

The DLC has a one-time enrollment/registration fee of **\$300.00** per child due at the time of enrollment. This fee is non-refundable and children cannot be assured enrollment until this fee is received.

Parents may withdraw a child from the center at any time by providing a written statement indicating the child's last day. If a thirty days notice is not given, parents will be charged a fee equal to a month's tuition. The DLC is a year-round program. You may choose to withdraw your child from the program for the summer; however, there is no guarantee that a spot will be available when you wish to return. If not, you will have to place your child back on the waiting list.

Open Door Policy

The DLC has a welcoming and open attitude toward the parents/guardians of the children we serve. We, as staff and partners in the growth and development of your "total child", want to thank you for entrusting your child/children to us for part of their growing years. We encourage you as parents of these young children, to be active participants in their daily lives at the DLC. We strive to give you as much

information as possible about the quality of their day, each day. As you are able, we welcome you to the DLC to participate in activities at any time.

Hours of Operation/Closings

The DLC is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. The DLC closes on holidays and other designated closing dates as determined by the First United Methodist Church, Dallas (FUMC Dallas). In case of bad weather, the DLC will do our best to follow the closing of the Dallas Independent School District as broadcast via local television and radio. Tuition for emergency, holiday or other designated closings is non-refundable. The Director will communicate by text to inform all families of unexpected closings.

Tuition/Fees

Tuition and classroom teacher - student ratios are set by the Director and the Oversight Board and are posted in the office for the current year. Parents will be notified at least two months in advance of any tuition increase. Ratios are kept at or below recommended levels.

Monthly tuition is to be paid via automatic draft in advance. Each family may choose to have the tuition deducted in full on the 1st of each month or half the tuition on the 1st and half on the 16th of each month. **The Automatic Draft Authorization Form should be completed and returned to the Director prior to enrollment.**

Special activity fees may be charged to cover the costs of extra-curricular activities/events or programs such as field trips, drama, music, soccer, dance, gymnastics, sports camp and cheerleading.

There is a late fee of \$15.00 charged to parents for failure to pick up children by 6:00 p.m. After the first 5 minutes, there is an additional charge of \$1.00 per minute. For example, if you arrive at 6:04 p.m. the late fee is \$15.00. If you arrive at 6:08 p.m., the late fee is \$18.00. Late pick up fees are payable to the staff persons who stay late with your child.

Parent - Teacher - Child Relationship

Early childhood education is a three-way relationship among the parents, child and the teacher. If there is something that is occurring at home that affects your child, please be sure that your child's teacher is

informed. However, if you have any questions or concerns, we encourage you to contact your child's teacher upon arrival and departure or by calling the DLC office and leaving a message. The teachers will return your call within 2 hours.

Daily Drop-off and Pick-up Procedures

Parents are required to sign their child in and out each day in the classroom notebook. Please make it a point to speak with the teacher in charge as you pick up your child. We encourage you to ask questions about your child's day.

Children enrolled in the DLC will only be released to pre-authorized individuals. Parents must notify the Director or the designated person in charge to release their child to any other authorized person. Parents will be notified before their child has been released. You will be notified immediately in all medical and emergency situations. A well-balanced, hot meal is served at noon and nutritious snacks are served in the morning and afternoon. Our lunch is catered by Twelve Oaks. For information visit the website at twelveoakscatering.com. A copy of the menu is posted in each classroom, in the DLC office and is sent via email monthly.

Media and Movie Time

Children under age 24 months do not attend movie time. Children ages 2 - 5 years are allowed to watch movies on a very limited basis, primarily on Friday afternoons only.

Gang-Free Zone

The DLC is located in a gang-free zone. If your family or friends are members of a gang, they are not allowed near the location of 1928 Ross Avenue, Dallas, Texas 75201. If you see any gang members within 100 feet of the school, please notify the DLC and Dallas Police Department.

Separation from Parents

It is not always easy to say goodbye at drop-off time, either for parents or the child. The beginning of school may bring a few tears as your child adjusts to this new environment. This usually ceases after a few weeks. Some children have a difficult time, and you can be assured that the teachers and staff will do everything possible to make this transitional time of growth go smoothly for your child.

We ask that parents spend no more than 10 minutes in the classroom before saying goodbye.

Nursing Mothers

Nursing Mothers are welcome to come over during the day to nurse their infant and provide breast milk. Mothers have the option of using the Nursing Room as a place to nurse.

Parent - Teacher Communication

Please check your child's mailbox or cubby each day for school-wide communications, notes from the teachers, etc. In addition, the DLC sends weekly updates or monthly newsletters to all DLC families. Important information concerning the school schedule and activities are included. Please be sure to read it carefully.

Evaluations of children will be made by the teacher every six (6) months to assess development. A conference with the parent(s) may be held to discuss the evaluation. The Director and teachers welcome opportunities to meet with parents as needed. We encourage parents to keep the teachers informed of joyous, upsetting, or important changes in the child's life that may affect behavior. Information will be held in strict confidence and will be used to help the teacher understand and meet the child's special needs.

The DLC will communicate to the parents through emails and/or text messaging regarding reminders of special events and emergency situations. The teachers or Director will notify you in case of emergency situations by phone. Please contact the DLC Director via email and/or text if your child will not attend school for any reason, medical illness and/or to check your child's progress. The Director will relay the message to your child's teachers.

Digital App Sign-In & Out

Please remember to sign-in upon arrival and sign-out during departure from your mobile device: signin.dlcdallas.com.

Parking

DLC families must park in the white striped lane near the building, limit your drop-off and pick-up procedure to 10 minutes, make sure that your hang tag is displayed and for safety reasons, you must drive at the maximum speed limit through the First United Methodist Church, Dallas

parking lot. The parking lot is **limited** on **parking spaces**.

Camera Monitoring System

The primary purpose of a closed circuit video monitoring system in the DLC is to allow the DLC Director to more effectively monitor the entire facility and supervise staff interactions with children and other staff. The DLC strives to ensure the safety and security of its children, families, staff, and visitors, as well as the security of its facility. The DLC Director may conduct video monitoring of any portion of the DLC Premises at any time, the only exceptions being restrooms and privacy-shielded portions of diaper changing facilities. The DLC is not obligated to archive, reproduce, or otherwise maintain video monitoring content and the System shall be for internal purposes only. The System shall not be used as a substitute for direct supervision of children and all federal and state laws regarding institutional childcare, including the ratio of caregivers to children, apply. Only the DLC Director, FUMC Dallas Children's Minister and the FUMC Dallas Senior Minister or their designee may view the System footage. State representatives will be granted access when required by law. The System footage shall not be removed from the DLC Premises. The DLC Director shall take reasonable measures to protect against unauthorized use of the System by changing passwords, reporting abuse or inappropriate access to the DLC Oversight Board, and taking corrective action in response to any System abuse or suspected abuse.

Video monitoring/recording consent forms shall be signed by all existing DLC families and staff. They will be advised of the location of all cameras. New DLC families will sign a consent prior to their child's enrollment. All future staff will be advised of the System and sign a consent form prior to hiring.

A video monitoring system with cameras:

1. Allows the DLC Director to more effectively monitor the entire facility and supervise staff interactions with children and other staff.
2. Provides peace of mind to parents and staff.
3. Keeps children and staff safer by deterring crime.

Health/Illness

A Health Form and an Authorization Form must be completed on each child before attending the DLC. Immunization records must be continually maintained to continue enrollment at the DLC, unless a written waiver or

doctor's statement is submitted to the Director and is approved by the Dallas County Health Department. It is the responsibility of the parent to provide updated immunization records to the DLC. Each child will be checked for good health each morning. Children will not be allowed to attend the DLC if they show one or more of the following symptoms:

1. The illness prevents a child from participating in center activities including outdoor play.
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
3. The child has one of the following, unless medical evaluation by a health-care professional indicates that the child may be included in the center's activities:
 - Armpit temperature of 100.0 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
 - Oral temperature of 101.0 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
 - Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, congested cough, or thick mucus from the nose, two or more vomiting episodes within 24 hours, a rash with fever, mouth sores with drooling, behavior changes.

Parents should notify the DLC immediately if their child develops a contagious disease. The Director will alert parents to any possible exposure to contagious diseases. Consideration of other children and families is vital in notification and slowing the spread of contagious diseases. If a health care professional has diagnosed the child with a communicable disease, there must be medical documentation to indicate that the child is no longer contagious. Injuries, which occur while a child is in the care of the DLC, are reported in detail through the use of an accident report. Parents are notified immediately, if necessary, for the care of the injured child. Medical release forms, allowing the Director of the DLC to authorize necessary emergency medical treatment, are kept on file in the office for each child. All DLC students are covered under the DLC's accidental injury medical insurance policy.

Tuberculosis

Children enrolled by the age of 2 years old must have a current record of a tuberculosis examination, showing they are free of contagious TB.

Hearing & Vision Screening

All 4 year olds enrolled are required to have a hearing and vision screening. The screening will be conducted here at the DLC at no charge. Parents will receive a copy of their child's results.

Administering Medication

Prescription, over-the-counter medication and breathing treatments will not be administered by the staff. If a child has a periodic and recurring medical problem, such as headaches, asthma attacks, or allergic reactions, the child's healthcare professional may sign a medication authorization allowing the staff to administer the medication when symptoms occur for up to a six-month period. The authorization must include information on symptoms to watch for. **Staff will be allowed to administer EpiPen in an emergency situation only.**

Field Trips

The DLC offers limited off-site field trips for the children. **Most extra activities are done on the DLC site.**

Discipline

Positive guidance techniques are used to discipline or correct behavior of DLC students. Children are nurtured and encouraged in appropriate behavior. The DLC neither advocates nor uses any form of punitive or physical punishment. Any staff found using corporal punishment will be terminated immediately.

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding;
3. Directed toward teaching the child acceptable behavior or self-control.

Caregivers may only use positive discipline and guidance that encourages self-control, and self-directions, which includes at least the following:

1. Praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;

2. Positive statements;
3. Redirecting;
4. Brief supervised separation or time out from the group.

There will not be any harsh, cruel, or unusual treatment to the children.

Biting is usually a negative form of communication used by children who do not have adequate vocabulary skills to express their feelings. In some cases, biting is a form of aggression. The following procedures will be used in the case of a biting incident:

1. First aid is administered to the child bitten;
2. The biter is corrected through language encouragement and moved from the area of play;
3. All parents of children involved are notified either verbally or in writing.

The name of the biter is not revealed. Information and guidance for families is available from the Director. If a child is deemed too disruptive and/or aggressive to continue to receive care, the situation will be discussed with the parents and DLC reserves the right to suspend and/or expel the child. Tuition, deposit, and registration fees are non-refundable.

Nutrition

A well-balanced, hot meal is served at noon and nutritious snacks are served in the morning and afternoon. A copy of the menu is posted in each classroom, in the DLC office and is sent home once a month.

Attire

Parents should dress their children appropriate to the weather conditions and in clothes that are easily washed. Normal school activities include paint, mud, sand, and markers that may damage clothing. Sandals, boots and other slick-soled shoes are not appropriate for school activities and the DLC discourages their wear while in care. Each child must have two complete changes of clothing (Infant through Preschool II) that will remain at the DLC. All clothing should be labeled with the child's name. Staff will not be responsible for clothing that is not labeled.

Extra Curricular Activities

Throughout the year the DLC will offer additional activities and classes for different age groups. Some of these classes will require an additional fee.

Standard classes for children in Toddler II – Preschool II

- Music and Movement
- Chapel
- Spanish

Additional classes available for an extra fee (subject to change)

- Dance (2 yrs+)
- Drama (3 yrs+)
- Soccer
- Gymnastics
- Sports Camp

Chapel

The Toddlers through Preschool II will come together each Wednesday from 10:00 to 10:30 a.m. for worship. Chapel consists of a brief Bible story, song and a simple prayer. Parents are invited to attend worship.

Infant Baptism at First United Methodist Church, Dallas

Please contact the church office at 214-220-2727 to learn more about infant baptism.

Infant Sleeping Area

Children/babies under the age of 12 months old are not allowed to have electrical devices, blankets and soft toys in their crib. All babies are required to nap/sleep in their crib.

Toys & Personal Items

We have show-and-share on Fridays. The children must bring items based on the theme of the week, letter, number, shape or color. All show-and-share items are limited to one per child and must be able to fit in their bag or backpacks. On all other days, personal items and or toys are not permitted at school.

Field Trips

The DLC offers limited off-site field trips for the children. Most extra activities are done on the DLC site. The 3 - 5 year olds will attend

monthly Arturo's Classes at the Dallas Museum of Art.

Grievance Policy

If a parent has a concern regarding their child that pertains to the classroom, the parent should make an attempt to resolve the concern with the child's teacher. If talking with the teacher does not resolve the concern or is not possible, the parent should bring the concern to the Director or Assistant Director if the Director is not available.

If a parent has a concern regarding the administration of the center, the parent should make an attempt to resolve the concern with the Director.

After bringing the concern to the Director or FUMC Dallas Director of Administration, if the concern is still not resolved, the parent may submit a written, signed complaint to the Chairperson of the Oversight Board. The Chairperson will make a determination of whether or not the complaint is best handled by the Oversight Board or by the Director's Supervisor. The Chairperson of the Oversight Board will be responsible for following up with the parent who submitted the complaint.

Staff Education/Qualifications

The Director and teachers must be able to provide children with a safe, loving and nurturing environment and meet children's needs in all areas physical, emotional, social and cognitive. Teachers must have at least three years of childcare experience and a Child Development Associates Credential or an Associate or Bachelor degree in Child Development from an accredited college or university. Staff must maintain 26 hours or more of training in the areas of child development or early childhood education on a yearly basis. All staff are required to have a tuberculosis examination, FBI fingerprinting, THHS background check, CPR, First Aid Training and 24 hours of pre-service training in the following areas: recognizing and preventing shaken baby syndrome, sudden infant death syndrome and understanding early child brain development. The Director must maintain 35 CEUs from an accredited college or university and 5 business management hours annually.

Educational Specialist Consultant

The DLC has an Early Childhood Specialist Consultant. The consultant holds a Master's Degree in Early Education and has over 20 years of childcare experience working with young children. The Early Childhood Specialist works with the staff to ensure our training and curriculum are established and hosts parent workshops with parenting tips.

Child Abuse and Neglect

The employees of the DLC are required to report any signs of suspected abuse: **sexual abuse, verbal-physical abuse or neglect** in violation of the law. If an employee of the DLC is associated in the violation to Minimum Standard of Texas Health and Human Services Rules, their employment will be immediately terminated.

Additional Training

All staff must undergo MinistrySafe Training annually, which consist of an online video and a quiz. The training is required before supervising and/or caring for children. Staff is also required to have an annual in-service training regarding this Policy and any state laws regarding definitions of abuse and reporting procedures. **For more MinistrySafe Training information visit: www.ministrysafe.com.**

Supervision Requirements

There should be at least two adults present whenever children are being directly supervised and/or cared for, except in emergency situations and where it is not reasonably feasible. Staff should be advised to avoid being put in a situation where they are alone with children.

After Hours Baby Sitting

The DLC Staff is not allowed to provide after hour care for families who have children enrolled at the Developmental Learning Center. The DLC's position as developed by the DLC Oversight Board of FUMC-Dallas is due to Texas law that states parents can hold the school liable/responsible if teachers are babysitting off premises.

Birthday Parties

Birthdays are a special day to celebrate! In order to be consistent and mindful of each family, we ask for parents to contact the teachers in advance for planning.

Parent - Teacher Council (PTC)

The DLC Parent - Teacher Council is an informal group created to foster a partnership between the parents and teachers. The mission of the PTC is to provide opportunities for fellowship among the parents and staff, enrich the learning environment for the children, express appreciation for the teachers, and support the DLC with practical assistance and financial support. The PTC is involved in a lot of different activities such as special events, teacher recognition and classroom assistance. The PTC is open to

everyone. Please feel free to join upon enrollment. The PTC does not have any involvement regarding the administration of the center; parents should make an attempt to resolve the concern with the Director.

Parental Professional Conduct

The DLC is an early childhood education provider that seeks to implement high standards in personal behavior, both within and outside the DLC, among DLC personnel and children and with parents, children, and others. All DLC personnel, children enrolled in the DLC, and parents or other caretakers of children enrolled in the DLC should treat others with respect and dignity. Stress, anger, and frustration should be managed appropriately and should not result in displays of aggressive behavior or unprofessional language. One of our goals is to teach children respect – respect for other children, teachers, parents and our facility. Teachers work with these young minds to model acceptable behavior and show them how to get along with others without physical or verbal abuse.

Along with our teachers and children, we expect parents to show respect and courtesy to all our children, teachers, other DLC personnel, other parents and DLC property. Disrespect, either physical or verbal, or other inappropriate behavior by a parent or other caretaker of a child enrolled at the DLC will not be tolerated. The DLC will investigate any reported incidents of such behavior and will take appropriate action, with input from the DLC's Oversight Board. Such behavior may result in immediate withdrawal of the parent's child(ren) from the DLC. Persons who report incidents that they in good faith believe violate this policy will not be retaliated against for bringing it to the DLC's attention, and reporting such incidents will not be the basis of adverse employment or other action against the reporting person.

Any parent or other caretaker of a child enrolled at the DLC is encouraged to discuss any questions, concerns or issues directly with the child's teacher. If that approach is not practicable under the circumstances or there is a larger concern, parents or other caretakers of a child enrolled at the DLC are encouraged to discuss questions, concerns or issues with our Director. Our Director is available to discuss such questions, concerns or issues in person or by telephone.

Texas Health and Human Services

Child Abuse Hotline Number: 1-800-252-2753

Website: www.dfps.state.tx.us

Special Note

DLC will photograph, film children and/or upload pictures on the Facebook page while at DLC for the following reasons: gifts to parents and other art work, to promote First United Methodist Church, Dallas or DLC programs, or television news broadcasts. Parents who do not wish their child to be included in this type of programming should inform the Director in writing.

Emergency Evacuation and Disaster Procedures

Emergency Evacuation:

1. After exiting the building, all classes are to meet at the southeast corner of the church parking lot, which is at the corner of Harwood and San Jacinto.
2. Extra staff will assist the infant class as they exit the building.
3. Infants may be placed in the strollers to be taken out of the building.
4. Pre-toddlers may be placed in the stroller and/or wagon to be taken out of the building.
5. Teachers are to take their attendance book when leaving the classroom. The sign-in sheet serves as a list of children present and provides a way of tracking children.
6. Lights are to be turned off and doors are to be closed when exiting the classroom.
7. The Director will be the last person to exit the Center and will do so only after checking that all classrooms are evacuated.

Emergency Disaster Evacuation:

DLC staff will follow steps 2-7 from above with the following exceptions.

1. After exiting the building, all classes are to meet at the Dallas Museum of Art.
2. The DLC staff will be supervising the children.
3. The DLC staff will make sure that all children are in their care.
4. The parents will be notified and we ask that parents pick up their child at the Dallas Museum of Art location. The Director and staff will be monitoring the children during pick-up procedures.

INCIDENT ACTION PLAN

MEDICAL EMERGENCY

Critical Incidents: **Don't wait...** Call 911 immediately then contact **Director or Administration**

The medical treatment bag is located behind reception desk. Red for cardiac equipment – Blue for treatment bag

Please know where closest AED is located

MISSING PERSON/CHILD

Contact **Director or Administration** who will activate the Search Team.

Give specific details of the missing child.

A Responder will be assigned to stay with you while the search is underway.

A Soft or Building lockdown will be determined or, if indicated, a **Director or Administration** will activate an Amber Alert.

SUSPICIOUS PERSON

"If you see something – Say something" to the **Director or Administration**.

Persons acting nervous, pacing or jumpy, loitering, over/under dressed for weather.

Acting in a disorderly manner.

Exhibiting too much interest in the children or staff.

SMOKE OR FIRE

If you see smoke or fire, contact **Building Supervisor/Administration and Director** and provide specific information (use radio).

If prudent, use one of the fire extinguishers located throughout the church (see floor maps for location).

Isolate the fire by closing doors to the area.

Please follow the direction of the **Director or Administration** for an orderly evacuation to the DMA lawn, or Harwood flat lot.

Inclement weather evacuation will be in UrbanLife A.

Do not use elevators

WEATHER EVACUATION

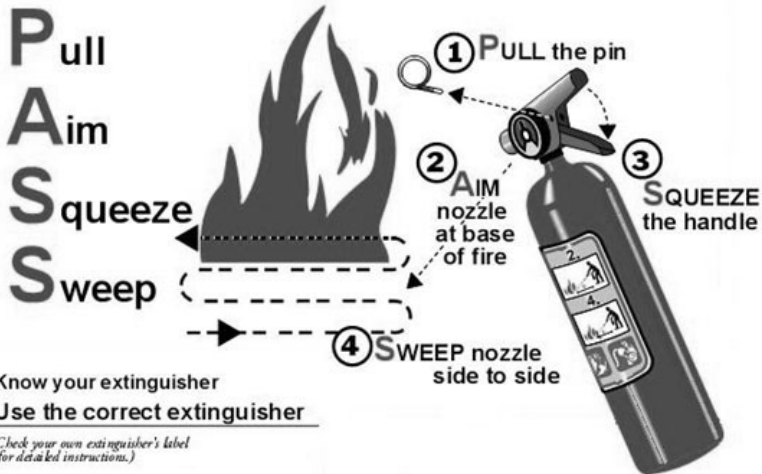
Evacuate to either the "G" Level Dining Room or Hallways of "G" Level

Move to an interior room away from windows—to an enclosed room or conference room, a restroom, an interior hallway or stairwell

If you are in an elevator, stop and get off at the next floor and take cover in an interior hallway or interior room away from windows. Do not use elevators during tornado warnings.

Please follow the direction of the **Director or Administration** for an orderly evacuation to the DMA lawn, or Harwood flat lot, if need be.

To operate an extinguisher:



ACTIVE SHOOTER ROLE

Follow the guideline of RUN HIDE FIGHT

If possible, or when you can:

If you wear a radio, let a **Director or Administration** know

If possible call 911

Provide as much detail as you can (number and location of shooter, description, weapons, etc.)

Lock/Barricade doors

Turn lights off

Move children against the wall out of sight

LOCKDOWN ROLE

Designed to protect those inside from an external situation

Ensure all doors are locked

Rule #1: No one comes, or leaves - Exceptions: Law enforcement, SWAT,

Firemen, known church staff member, parent of child

If possible, move children to 3rd floor youth area

Director or Administration will operate/communicate from the Atrium area

Food is stored onsite for emergency

Phone chargers are located in the blue medical supply bag if needed

Infant Classrooms

Infant A & Infant B

Age Range: 8 weeks - 12 months

Classroom Ratio: 3 staff per 10 children.

What you need to bring:

All items must be labeled with child's name and will be placed in child's appropriate cubby.

- All food for child including bottles and formula
- Diapers, Diaper Ointment and Wipes (community use)
- 2 changes of clothes

Welcome to the infant classroom! The caring attentiveness of our caregivers allows your child to be happy away from the intimate contact of the family. By providing an atmosphere that is physically safe and emotionally warm, your child will feel secure. Our objective is to provide a safe, loving and nurturing environment for your infant. In addition, it is of utmost importance for us to form a partnership with parents to ensure that we are meeting your child's needs and supporting his or her growth and development.

We welcome parent visiting throughout the day and especially at feeding times. Breastfeeding mothers have the option of using the Nursing Room as a place to nurse. We can also store breast milk in our freezer for later use. We require all parents to bring food for their babies until they have transitioned to table food.

Each infant will have their own crib and crib sheets will be provided.

The infant goals are to provide a safe, stimulating environment. We offer a wide range of activities such as bouncers, pull-up stations, soft centers, books and music.

We will set individual goals on a quarterly basis. You will receive a copy of these goals and the goals will be on file in the classroom for you to review at any time.

Our lesson plans correlate directly with the children's goals. In general, we will be focusing on promoting gross motor development (crawling

and walking unassisted), fine motor development (holding toys), language development (cooing and babbling), social development (engaging in finger plays and songs), and emotional development (building trusting relationships with caregivers). These goals will help in promoting your child's early cognitive development as well as the whole child.

Each day we will provide you with details regarding your child's day, including information about consumption and elimination, as well as information about how your child's day progressed. At the beginning of the day, we will ask you to provide us information about your baby's night and morning.

Toddler I Classroom

Age Range: 12 months - 17 months

Classroom Ratio: 3 staff per 11 students

What you need to bring:

All items must be labeled with child's name.

- Bottles, if necessary
- Diapers, Diaper Ointment and Wipes (community use)
- 2 changes of clothes
- Blanket and other cuddle toy for naptime if desired

In the Toddler 1 class we focus on building the child's gross motor, fine motor, and language skills. We do lots of art, music, cooking, buggy rides, playing in the room, and playing outside on the playground, or downstairs in the gym.

Pre-toddlers can be both a fun and challenging age. We believe that each child has their own personality, so we strive to give as much one-on-one attention while still maintaining a group setting.

Motor Skills

While in the Pre-toddler classroom we hope that your child will increase the motor skills that they have developed up to this point. To encourage the use of both large and small motor skills, we have the children (as much as possible) feed themselves, create with paint, markers, crayons, glue, and other art materials, and play in a constructive manner. We spend time on the playground digging in the sand and rocks, running, watching other children play and discovering what can and can't be done with each toy and piece of equipment in the classroom.

Language Skills

A major goal for children of this age is to increase the language base that they have developed. We sing, listen to music, read books, have children read (look) at books, ask questions, listen, and talk with parents while their child is present.

Daily Communication

We will provide you with detailed information by using the app. Parents must sign in upon arrival in order to receive your child's report. Daily

communication includes: what and how well your child ate that day, when we changed diapers, what time your child took a nap, activities that your child did throughout the day, what activities may be coming up in the next couple of days, and any supplies we might need from you, (i.e. diapers, wipes, snacks.) An evaluation is done on each child between 3 and 4 weeks after entering the classroom and then again when the child leaves the Pre-toddler classroom. A parent teacher conference can be held at any time. Our goal is to give you as much information as possible while your child is in the room. We feel that the best way to do this is on a day-to-day basis, so please allow time when you pick up your child to discuss any area of joy or concern.

Lunch and Snack

We understand that children of this age need to eat more often than older children. We have snack twice a day at 9:00 a.m. and 2:45 p.m., lunch at 11:30 a.m. and “snack” food many times throughout the day (graham crackers, Cheerios, saltines, etc.) You are more than welcome to bring food for your child to eat throughout the day. If you do this we ask that you bring enough for all the children to eat.

Clothing

We ask that your child has at least two changes of clothing that stay at the center while your child is in the Pre-toddler class. During the spring and fall they might need more depending on the weather. The Pre-toddlers do go outside when it is cold, so please send your child with a coat and hat during the winter. At lunch (and while eating snacks) we use bibs, although this may not always keep your child’s clothing clean. Your child will get dirty through the course of the day while playing and during some of the classroom activities. PLEASE DRESS YOUR CHILD IN CLOTHING THAT CAN EASILY BE WASHED OR THAT CAN GET DIRTY.

Bottles

We understand at this age not having a bottle is very difficult for some children. We do limit the number of bottles that we give children in the Pre-toddler room. After lunch is a good time for your child to have a bottle before they go down for their nap. There is a refrigerator that you are able to use to store bottles or cups. While in the Pre-toddler classroom, we will increase the amount of liquids your child receives from a cup while trying to make up for any lost liquid they may have received from a bottle in the past.

Aggression

Pre-toddlers can become very aggressive. We encourage Pre-toddlers to use their verbal skills, but because these skills are just developing, we have some biting, hitting, and/or scratching. When this happens we make sure that the injured child is taken care of first. We redirect the aggressive child, taking them away from the situation and talking to them in a stern adult voice. Both sets of parents are notified of the aggression, either in writing, through phone contact, and/or when you come to pick up your child. We spend lots of time showing the children love and kindness, giving them positive reinforcement first. We hope by being role models and encouraging children to use “their words” that we limit the amount of aggression that goes on in the room.

Nap

Nap time usually is from 12:30 p.m. until 3:00 p.m. (or until your child gets up), the amount of time your child sleeps will be very individual.

DLC staff hopes that this answers some of the questions you have concerning the Pre-toddler classroom. We understand that you might have more questions; we encourage you to ask questions and/or spend time in the classroom getting to know the schedule and other children. We look forward to having your child in the Pre-toddler classroom.

Toddler II Classroom

Age Range: 17 months - 24 months

Classroom Ratio: 3 staff per 12 students

What you need to bring:

All items must be labeled with child's name.

- Diapers, Diaper Ointment and Wipes (community use)
- 2 changes of clothes and 2 pairs of socks
- Blanket and other cuddle toy for naptime if desired

In the Toddler 2 class we focus on building the child's language and physical development. We do lots of art, music, exploring nature, cooking, and free play. One of the obstacles we try to emphasize is cooperative play. This usually occurs when the child can communicate by using their words while playing. Toddlers are amazing to watch, they still grow and develop while in our hands on a day-to-day basis but the changes may not be as evident as they were in the infant stage.

Aggression

Toddlers are very territorial with their belongings and this sometimes results in a quarrel among playmates. We encourage Toddlers to use their verbal skills when quarrels occur. Sometimes, because of the lack of language skills, we have some biting, hitting or scratching. We discipline by taking the aggressor away from the situation, letting them know that what they have done is wrong, and at the same time tend to the needs of the victim. Most of the time, because Toddlers are very active, we just sit back and enjoy watching the wonder years of a terrific toddler.

Visitation

Visiting your child while at school is always an option, however, some Toddlers are distracted when parents come to visit and will behave in ways that put them at risk (such as climbing on chairs and tables, hitting and shoving other children, not listening, and being more aggressive than usual). Some children at this age get very distraught when a parent leaves after visiting during the day. If this occurs, we will inform you about your child's behavior after you leave either on a parent report or verbally when you come to pick up your child.

We do not give bottles nor pacifiers while in the classroom.

Daily Drop-Off

We encourage the parents to please let the Toddlers walk (and we emphasize walk and not run) while in the building. This will help them get used to walking in and out with their Toddler class. We have found it much easier for the Toddlers to part with the parents if the parents sign the children in and say good-bye quickly instead of having long good-byes as the Toddlers pick up quickly on the parents' anxiety.

Outdoor Play

At this age we try to get children outside on the playground every day. If the temperature is 55 degrees or higher, we will take the Toddlers outside, if it is below 55 degrees we will go down to the gym.

We are also here for parents. At any point if you need to ask a question about your child, please do so. Formal parent teacher conferences can be held at anytime.

Toddler III Classroom

Age Range: 2 - 3 years

Classroom Ratio: 3 staff per 17 students

What you need to bring:

All items must be labeled with child's name.

- Diapers and Diaper Ointment
- 2 changes of clothes
- Blanket and other cuddle toy for naptime if desired
- 4 pairs of padded training pants (potty trainers only)

Welcome to our classroom! We will try very hard to make your child's experience in the two's class an educational and happy time. The two-year-old program is carefully planned to promote good self-help skills and independence, while at the same time encouraging a sense of sharing and cooperation. This theme-based early childhood program promotes age-appropriate activities that stimulate language, creative movement, music, and self-help skills.

Potty Training

One of the biggest changes in most two year olds is when they show signs of readiness for toilet training. This interest is approached with love, patience and understanding.

If your child shows interest in becoming trained, we start by asking parents to follow our potty training guidelines at home. To encourage success, we suggest that this be initiated on a weekend and then the training will continue throughout the week.

We discourage the use of pull-ups. At this age it is difficult for children to distinguish between wearing a diaper and pull-ups. WE DO RECOMMEND the use of double "padded" training pants over the child's diaper, then as time goes on we will take the diaper off and let them get the feel of underwear. It is very important that school life models home life as much as possible when potty training. Let us know what and how you are doing things at home and we will give you the same information. We understand that potty training is a gradual process. Our approach is to be patient and encouraging to each child. Please be sure to label all items and replace any item(s) sent home. The children will need a backpack, 2 changes of clothes, 4 pairs of training

pants, 2 pairs of socks, blanket, cuddle toy if desired, and wipes.

Daily Report

Since there will be new challenges that your child will be exposed to, potty training, more skills in learning to be independent, and or learning new ways to do things, we want you to share in your child's successes. We will give you lots of information about what your child is doing each day verbally when you pick up or drop off your child.

Preschool I Classroom

Age Range: 3 - 4 years

Classroom Ratio: 3 staff per 20 students

What you need to bring:

All items must be labeled with the child's name.

- Backpack
- 2 changes of clothes, pair of socks and 2 pairs of under clothes
- Small blanket

Welcome to the Preschool I classroom. Here is some important information to help you better understand our program.

Our goal is to help the children develop and learn in the early years in all areas of childhood such as physical, social, emotional, cognitive including perception, reasoning, memory and other aspects of academic and intellectual development along with language skills. Our class will be designed with both structured and child initiated activities geared toward the onset of pre-kindergarten. The children will be introduced to a letter, number, shape, color and theme each week. Every child's name is posted throughout the classroom for name recognition. Pre-writing skills are introduced by working on the child's fine motor skills which involves finger strength and eye-hand coordination which is enhanced by such activities as drawing and painting. Journal time will become part of our daily routine. Pre-reading skills are highlighted as the children are learning the parts of a book and how to handle books. We encourage children to participate in our book day on Thursday by bringing a book of their choice. Pre-math concepts are presented by counting, classifying, size differences, shapes and sets. Each day the children will enjoy group time twice a day, story time at least 5 times a day, creative art, center play, indoor and outdoor play, computer time, creative music and movement, sorting and counting and many more exciting activities.

Preschool II Classroom

Age Range: 4 - 5 years

Classroom Ratio: 3 staff per 22 students

What you need to bring:

All items must be labeled with child's name.

- Backpack
- 2 changes of clothes, pair of socks and 2 pairs of under clothes
- Small blanket for naptime

Welcome to the Preschool II classroom! Here is some important information to help you better understand our program. In this classroom, we utilize a developmentally appropriate curriculum, mixed with the acclaimed High Scope approach. This program provides a nurturing entry for children and parents acclimating to the routines and interactive learning of a preschool environment.

The program emphasizes individualized learning and fosters independent living skills. The most important habit we will foster is developing an enjoyment for learning. Drawing and writing are an important skill for young children. It helps them to express their feelings and emotions. We will be helping them in this process in a number of ways. During the morning, the children will have structured time and choice time will be in the afternoon. The curriculum will include creative art, choice time, indoor & outdoor play, cooking experiences, computer time, creative music & movement, sorting & counting, imaginative play, discovery concepts, problem-solving, pre-math, pre-reading and pre-writing. The children will be enjoying more challenging activities. Journal time will become part of our daily routine. In the early stages of writing, the children will scribble or draw. As they practice, they will use the space and lines to create more legible symbols. The children in the classroom will be creating stories through art and print. We will be transferring ideas onto paper. As the children do more and more of these type of activities, they will begin to realize what printed words look like individually and how words together help to form combinations of ideas. The children will have the chance to create what they think things look like. They will be provided material to be very creative. Portfolios which will include goals, pictures of the child and art or work samples will be established to document each child's progression.

Notes: