

The Journey Begins
Toddler Room
Things to bring and know...

- Teacher/child ratio:** The teacher/child ratio here at TJB is one teacher to every six children in attendance. Please stop by the office if you are interested in the State Licensing Regulations.
- Check In:** Please sign your child in both the book required by licensing and the computer. You will be given a gate code, computer code and finger-print access. Let the office know if you have any problems with the check-in computer, we will gladly help. Please sanitize your hands and wipe your child's hands with a wipe. Leave your child with a caregiver. Please always say goodbye. Even if your child cries. It is important to never "sneak away."
- Daily Sheets:** Please fill out the "Drop off information" portion on the Parent Engage App. Your child's daily information will be tracked through the Parent Engage App. You will need to set up an account to receive info on the app.
- Tote Bag:** We recommend having a tote bag to bring things back and forth from home to school. Please allow time to empty bag daily and place items in appropriate areas.
- Food:** Parents are responsible to bring all food and bottles, label, and store in child's individual areas in refrigerator/pantry. Bottles/Cups must be taken home to be washed daily and returned clean and dry the following day. Please no glass or Bento style containers.
Snacks: parents should pack snacks for 3 times per day.
***For your convenience, TJB offers a snack program for \$40 per month. This includes light snacks 3 times per day, such as fruit, yogurt, bagels, crackers, cheese, and whole milk will be provided,**
- Refrigerator:** The classroom has a refrigerator for perishables and milk (TJB provides whole milk) Please remember to remove items from your child's lunchbox, label and place in refrigerator.
- Bedding:** Please place a crib size sheet, blanket, and sleeping buddy inside the Ziploc bag provided. It is your responsibility to keep them clean, we will send them home weekly or as needed. (We have a few extras if you ever forget) Bedding needs to fit inside the Ziploc bag we provide you with as well as inside your child's cubbie.
- Bathroom:** Each child will have their own plastic container for the following items:
1. 2 Pants/shorts
 2. 2 shirts
 3. A minimum of $\frac{1}{2}$ pack of diapers
 4. Diaper Cream/ointment
 5. Wipes (one package)
 6. Sweater/Jacket
 7. Socks/Shoes

- Potty Training:** Potty training needs to be a group effort. While it is our goal to support you in your efforts to potty train your child, we also need to be able adequately accommodate your child's needs. Please see our potty-training policy to determine if it is time, and whether we can support you in their next step. While potty training, please make sure your child always has several extra pairs of underwear and at least 2 additional complete changes of clothing and shoes! It is also important to remember that children must be dressed in light, easy to remove clothing. Buttons, snaps, onesies, layers make potty training difficult for the child and staff.
- Labeling:** Please label **everything** for your child with a permanent marker. We have one available in the classroom for your use, if needed.
- Illness:** We will work consistently throughout the school on maintaining a clean and healthy environment. Please become familiar with the exclusion guidelines. It is important to establish a system for back-up care because you will be called to come pick-up your child if he/she is ill. Please familiarize yourself with our health/Illness policy. If your child's fever registers over 100.4 we will ask you to come pick up immediately.
- Teething necklaces:** It is a good idea to purchase a teething necklace (or 2) to have accessible for your child while at TJB. Even if your child does not have a history of biting. It is our go to method of reminding children not to bite others. Most often biting is not as negative as most people think it to be. Children that are still nonverbal or need oral stimulation are often the children that bite. We help them to feel comfortable and remind them to use their teething necklaces. It is also helpful to know if your child has a history of biting as we can assist them more closely with their needs.
- Toys:** Toys are differentiated from comforters and transitional objects such as blankets or soft things, which are usually used at naptime and kept in the child's cubbies. Most children do not bring toys to school. Only one toy can be brought to school, and it will need to be put in the child's cubbies at the teacher's discretion. The Center can only assume reasonable responsibility for toys. Parents need understand the risks and rules before bringing a toy to school. Books and children's musical tapes/CDs are always welcome and will be kept in a safe place and included in the day's program.
- Art:** The children make things several times a week and are proud to show them to you. Please make sure to check your child's cubby and take home their masterpieces.
- Pick Up Procedures:** There will be a late fee of \$1 per minute if your child is not picked up by closing time at 6PM.
Please sanitize hands.
Sign-out in the book and computer
Gather items in the restroom, your child's cubby and collect child's food containers, bottles/cups, etc. in refrigerator.
Take bedding and/or lovey home at the end of the week or as needed.
Collect your child and say goodbyes.