

# Welcome to the



# Cottontails Room 2018 – 2019



Dear Parents,

Thank you for choosing Child's Day, where children come first! We will do our very best to make your time with us a safe, enjoyable, and rewarding experience.

We believe young children learn best by doing – through play and meaningful work. They need a safe, happy, stimulating, and nurturing environment offering concrete sensory experiences, positive social encounters, and age appropriate learning opportunities.

We believe children can achieve their full potential by experiencing success with activities which encourage development of a healthy self-concept and foster positive interactions with peers and adults. Children learn to feel good about themselves as people when they are treated in a positive, caring manner. Trust and emotional security result when children learn to expect positive experiences with caring, affectionate adults.

We believe each child is unique and part of a family system. Since parents are the most significant adults in a child's life and know their children better than anyone, respectful and supportive partnerships between teachers and parents are critical to meeting each child's needs. Daily communication between parents and teachers is very important.

We believe parents and teachers benefit from child development educational opportunities which enhance their skills and improve their ability to help children become independent, self-confident, inquisitive learners.

Please familiarize yourself with the Parent Handbook and other assorted documents and forms available on our web site: [www.childday.com](http://www.childday.com). Additional information and helpful hints about child development are also available from the staff.

We strive daily to be the best early childhood development center in Austin. Your comments and suggestions are welcome and expected. As owners, we want to know whenever you have a question or concern. Misunderstanding can occur when communication is lacking, so please be sure to let one of us (Lead Teacher, Director, or Owner) know when something is on your mind. We are proud of the faith you have placed in us and will work continually to justify your trust.

We look forward to having you with us!

**Shirley Gamble, Charley Tucker, & Lauren Sicarelli**  
***Child's Day***

# OPEN DOOR POLICY

Dear Parents,

Our names are Vanessa Gaudyn and Tina Guajardo. We are the Director & Assistant Director here at Child's Day. Our office is located past the front office, behind the keypad entrance. We are so excited to start another school year with dynamic teachers, amazing students and many new families!

As we gear up for the new year, we know you are anticipating who your child's new teachers will be. We are excited too! This summer we had the opportunity to hire new staff for the upcoming school year. With that, we have been providing staff the opportunity to cross-train, observe and interact with various age groups, all so that we can come to a more informed and thoughtful decision about classroom teams. Creating effective teams for each classroom can be a complex process. The act of adding assistants to a team that can complement each lead teacher's skill set, personality, gifts and talents is more art than science. Our goal is that the children's needs are met and that every teacher can thrive in a team, classroom and age group that best supports their professional development. Though unusual, if we see that a teaching team needs an adjustment, we'll make the change and communicate the details with you. What will never change is our commitment to each family to provide high quality care and each teacher's dedication to make sure your child is safe, loved and growing here at Child's Day.

We also want all families to know that we have an open-door policy. If you have questions, feedback, concerns, or just want to stop by and say hello, we are here to meet with you and assist you in any way we can. If we are in an appointment or otherwise unavailable, please feel free to email us and we'll do our best to respond to you in a timely manner. Our contact information is below.

On your mark...get set...GO! Welcome to our 2018-19 school year!

**Vanessa Gaudyn, Director**

[director@childsday.com](mailto:director@childsday.com)

**Tina Guajardo, Assistant Director**

[assistantdirector@childsday.com](mailto:assistantdirector@childsday.com)



Hello Cottontails!

Welcome to the Cottontails classroom! My name is Sarah Ly and I am so excited to care for your little one this year. It will be my third year working with infants within Child's Day and my ninth year living in the beautiful city of Austin (am I considered an Austinite yet?). I can't wait to hear the happy coos, babbles, and squeals of delight once a trust and bond have developed. It is an honor to care for your growing infant and helping them blossom into toddlerhood.

In the Cottontails class, it is my goal that every child and family feel safe, comfortable, and part of a community. We foster these goals through daily, open communication; a physically and emotionally safe environment; and family gatherings throughout the year.

We first work on establishing a deep trust and bond with each child by listening to their needs and creating a structured routine for them to rely upon. The classroom is set up to strengthen fine/gross motor, language skills, creativity, and cognitive development. These are essential for building a strong foundation for learning and independence. We want to foster a sense of self through their early years that will sustain throughout life.

An important part of making this happen will be your continued involvement. Please plan to be a part of our classroom. My team and I will be looking to each of you to share wisdom, experiences, concerns, questions, appreciation, skills, and anything else that will help to make this the best year for you and your child. (A cute story is always appreciated!)

Sincerely,

***Sarah Ly***

***Cottontails Lead Teacher***

Class e-mail: [cottontails@childsday.com](mailto:cottontails@childsday.com)



Dear Child's Day Parents,

Congratulations on the beginning of a new school year and welcome to PAC! The Parents' Advisory Committee (PAC) is a volunteer group of parents whose children attend Child's Day. You are automatically a member of PAC with your child's enrollment – and we need your participation!

PAC meetings are held once a month, on the second Wednesday of the month, from 5:30-6:30 p.m. Childcare is provided for you during these meetings. During the PAC meetings, we will plan events that will take place throughout the year in honor of our children and their families as well as the Child's Day teachers and staff. PAC meetings also provide a great forum for updates from faculty on happenings in the school and open discussions among the parents and faculty.

PAC provides a wide variety of opportunities for you to be involved with your child and the school throughout the year. We value whatever contribution you can offer – time, creativity, hands-on participation, leadership, etc. Your participation does not have to take a lot of time in order for you to make a significant impact. Through your participation in PAC, you can:

- Get more involved in your child's experience at Child's Day
- Meet other Child's Day parents
- Support your child's teachers
- Help organize and participate in fun family events

A "No-Fuss" fundraiser at the beginning of each school year funds the PAC budget. Through this fundraiser, families make a one-time donation in addition to their tuition payment in October. Historically, the funds have been used to support:

- Family gathering events in the fall and spring
- Week of the Young Child (a week-long celebration of our children)
- Scholarships for faculty to broaden their teaching skills
- Parent education programs
- Staff appreciation events (like holiday breakfast and staff appreciation week)

The first PAC meeting will be held on Wednesday, September 12<sup>th</sup>, at 5:30 p.m. in the large Pre-K classroom near the elevator lobby (formerly known as the Field Mice Room). During this important meeting, parent volunteers will discuss the exciting events for the 2018-2019 school year!

Sincerely,

Aisha Gayle Turner and Celeste Potter

2017-2018 PAC Co-Presidents

# **CLASSROOM PHILOSOPHY**

We believe that the greatest gift we can give a child is a classroom atmosphere that honors and accepts a child's unique individuality while fostering the love of learning. In our classroom, children will be encouraged to explore and experiment freely without interruption. They will be given the opportunity to become active problem solvers through the use of open-ended materials and questions. By learning to respect one's self, respect others, and respect the environment in which we live, they will also learn how to function as part of a community. Children learn best by doing and by the example we adults set.

As teaching professionals, it is our duty to create a classroom environment that is nurturing, safe, and stimulating without being overwhelming. The following is an outline of how we utilize the Ten Principles of Care Giving by Magda Gerber in the classroom in order to achieve our goals for the upcoming year.

## **Principles of Care Giving**

**By Magda Gerber**

### **Principle 1: Involve children in things that concern them.**

- For example, ask if a child wants a hug, is finished with certain toys, etc.
- Give advanced warning that you are about to help them.
- Assist, as capable, in self-care tasks.
- Give opportunities to make age appropriate choices.

### **Principle 2: Invest in quality time**

- Get on child's level to view room.
- Engage in child directed activities *with* children (play with them).
- Respect when children want to interact or want to play alone.
- Offer comfort when appropriate.
- Create time to be with children, i.e. care giving times.

### **Principle 3: Learn child's unique ways of communicating and teach yours.**

- Speak normally to children (no baby talk).
- Verbally express what we see the child is doing (expanding vocabulary).
- Provide or model words which pertain to and/or will help them work through situations.

### **Principle 4: Invest time and energy to build a total person.**

- Learn each child's individual way of learning
- Provide time for uninterrupted play and freedom to explore and interact with other children.
- Offer activities to foster a well-balanced development.

### **Principle 5: Respect children as individuals.**

- Acknowledge and label feelings
- Allow children to move at their own pace whenever possible.
- Acknowledge the unique characteristics of each child.

**Principle 6: Be honest about your feelings.**

- Let children and co-teachers know how you feel about any given situation.
- Honor the children's feelings and your own as well.
- It's okay and important to model appropriate expressions of emotions.

**Principle 7: Model the behavior you want to teach.**

- Modeling is a very important teaching tool. Children learn by watching important figures in their lives.
- Children exhibit the behaviors that are modeled for them: for example, teachers will model washing hands before eating, talking about problems calmly, cleaning up spills, taking turns with toys, etc.

**Principle 8: Let children solve their own problems.**

- Children learn best by doing.
- Our goal is to encourage the children to be independent, self-confident, and inquisitive learners.
- When children are learning a new skill, teachers will set up the situation to aid successes. For example, when learning to put on his/her own shirt, a teacher might lay shirt flat on a surface and verbally direct child to grab shirt from bottom and pull over his/her head.
- When children encounter a problem, teachers will first ask open-ended questions to help the children solve their own problem rather than solving it for them. Likewise, when children want to gain more information about something, teachers will ask open-ended questions to facilitate independent thoughts before offering information.

**Principle 9: Build security by teaching trust.**

- Respond to children promptly
- Provide clear and consistent guidelines/limits.
- Verbally let them know we are there if they need help.
- Provide a safe environment both physically and emotionally.

**Principle 10: Be concerned about the quality of development in each stage.**

- Make frequent observations of the children and document developmental growth
- Make *Individual Development Plans* (IDPs) for each child.
- Allow the children to develop at their own rate but at the same time provide challenges to encourage further development.

## Important Classroom Information

Infant Classrooms: Hummingbirds (HU), Chicks (CH), Cottontails (CT), Ducklings (DU),

Toddler Classrooms: Kangaroos (KA), Otters (OT), and Honey Bears (HB)

### What to Bring:

- Three complete changes of clothes and **one extra pair of shoes**. MUST be closed-toed shoes and have a back strap. – **Labeled**.
- Extra empty bottle (children under 12 months) **Labeled**
- Unopened formula in original container (children under 12 months) **Labeled**
- Powdered formula dispenser (3-4 sections) (children under 12 months) **Labeled**
- Breast milk to be stored in refrigerator if not using formula (children under 12 months) **Labeled**
- Large bag of diapers to be stored with your child's name
- Diaper rash cream/ointment plus signed permission form
- Sunscreen/ bug repellent or the money to cover the cost plus the signed permission slip.
- Baby wipes (if you choose not to use the wipes provided.)
- Pacifier (if needed)
- Non-swaddling sleep sack without drawstring such as the Merlin's Magic Sleepsuit
- Cereal (as needed)
- Jars of food or individual containers (as needed) (infants: HU/CH/CT/DU)
- Jacket, hat, and mittens for cold weather
- Sun hat for hot weather
- Each child should bring in a family photo, include pets please if you have them.
- ANY PRESCRIPTION MEDICATION MUST BE CHECKED INTO THE OFFICE**
- Non-prescribed medication (i.e. teething tablets/gel/Benadryl/Tylenol) – MUST BE CHECKED INTO THE OFFICE.**
- KA/OT/HB:** please pack a healthy well-balanced lunch in a container they can work on opening. Please include a cold pack, if needed. **Please label every container and lid.**

Mabel's Labels [www.mabelslabels.com](http://www.mabelslabels.com)

Oliver's Labels [www.oliverslabels.com](http://www.oliverslabels.com)

- KA/OT/HB:** a labeled water bottle for us to refill for the week. Please take them home every Friday to be cleaned.
- KA/OT/HB:** your child may bring a small blanket, crib sheet, pillow and/or "lovey" for nap time that can be stored in their cubby. **Please take nap items home every Friday for cleaning.**

Child's Day provides crib sheets for infants which are laundered at least once a week or as needed. If your infant uses a sleep sack while napping, it will be sent home on Fridays for laundering.

Your child will have a cubby for storing non-perishable items as well as a refrigerator cubby for perishable food items. You may bring more than a daily amount of non-perishable food items to store in your child's cubby.

**Please note that due to limited space, we cannot accommodate storage for car seats. Please plan accordingly. Thank you for your understanding.**

### Arrival Time:

- Infant classrooms (HU, CH, CT, DU) opens at 7:30am.**
- KA, OT, HB:** Early drop-off is in the Kangaroo Room from 7:00- 7:30am.
- To help keep us in compliance with State regulations, sign-in upon drop-off. Sign-in/sign-out sheet is found on the clipboard by the front door.
- Place your child's labeled lunchbox in the designated area.
- Encourage your child or help wash your child's hands and sibling's hands at the hand washing sink.
- Be sure to help your child put away their labeled items (things they may need in the class room e.g. blankets, extra clothes, etc.) in his/her cubby.
- Communicate with the teacher:
  - How your child slept the night before
  - Your child's mood and demeanor
  - Did your child eat well for dinner and breakfast
  - Are there any changes in the routine for the family that may impact your child
  - Have there been any signs of fever, skin eruptions, vomiting, diarrhea, discolored mucus, extreme fatigue, discharge from the eyes.
- Say Good-Bye to your child so that he/she knows you are leaving – Teachers will be there to assist in the event of a difficult drop off.
- If your child walks in with a toy from home, please take it with you when you leave.

### At Pick Up:

- Sign out on the clipboard.**
- Important information and flyers are often posted on the front door, please be sure to read them on your way in.
- Please check your child's folder or cubby for any papers that need to go home. For instance, this will include monthly statements, weekly or daily communication from the teacher, art work, newsletters, invitations or other important information.
- Please read and sign any Incident Reports for your child. Please sign it and leave it with the closing teacher.
- Please check in with a teacher before leaving with your child.

### Reminders/ Notes:

- To help keep us in compliance with State regulations, be sure to **Sign-in/sign-out each day**
- For the safety of your children and others, please keep your child and siblings close by at drop-off/pick-up; **they must come into the classroom with you.** NO running down the halls
- Child's Day is a **CELL PHONE FREE ZONE.** Please hold all cell phone conversations for before or after pickup and/or drop off.
- Please note that Chicks & Ducklings will eventually transition to a group-wide napping schedule. When that happens, please adhere to Child's Day policy of no dropping off children during naptime. Those no drop off times will be provided to you by your child's teacher.

# Communication between Teachers and Parents

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We believe communication between parents and teachers are essential to the children's optimal development. There are many opportunities for parents to be aware of what is going on in the classroom and their children's lives.

- During pick-up, please allot yourself time for a **face-to-face** conversation with the teachers to talk about your child's day. This is a great opportunity to discuss any challenging behaviors that may have arisen during the day.
- For Hummingbirds, Chicks, Cottontails, Ducklings, Kangaroos, Otters, Honey Bears and Koalas, an individual **daily note** will be sent home every day providing information on what your child ate for snack and lunch, how long he/she napped, when diaper changes occurred and the type (urine or BM), your child's disposition, something he/she enjoyed, and reminders.
- For Little Lambs, Turtles, Robins, Colts & Pandas, you will receive a **Weekly Report** that shares developmental observations about your child for that week.
- For Puffins, Field Mice and school-wide, there will be a "What We Did Today" poster posted outside of every classroom at the end of each day. Be sure to read it and talk about it with your child...they love to talk about their fun day!
- A **developmental lesson plan** will be posted on the hallway bulletin board providing information on our curriculum for each week.
- If your child gets a mild injury at school (scratch, bite, scrape, etc...) or injures someone else, you will receive an incident report to sign. If the injury is on the face or head, we will give the parents a call.
- If your child becomes ill at school, we will contact parents. If we can't reach you after 30 minutes, we will contact your emergency contacts. We ask that all children be picked up from school within one hour of being contacted due to illness.
- You will receive an emailed weekly newsletter that shares our experiences, what we're learning about and any important information you need to know.
- Please be sure to read any **flyers** posted on the front door or letters sent in your child's cubby. They will often have important information, i.e. updates with the classroom, classroom parties, pre-conference worksheets, etc.
- Child's Day hosts three **parent-teacher conferences** a year to discuss with you your child's individual development and goals.
- You are welcome to request a **meeting** anytime during the year to address any concerns or to obtain more information regarding the development of your child.
- The Chicks & Ducklings have their own phone number. You can reach the Chicks and Ducklings at 512-327-8166. The Hummingbirds and Cottontails will have their own phone number and we will provide parents with that number as soon as it has been established.
- To leave a message for any other classroom, please call our main number: 512-327-3274.
- All messages regarding illness, attendance or time sensitive information must be made by calling the office at 512-327-3274. **PLEASE DO NOT EMAIL YOUR CHILD'S TEACHER WILL INFORMATION REGARDING ILLNESS, ATTENDANCE OR ANYTHING TIME SENSITIVE.** They do not always have the opportunity to check their email before the end of the day.
- Every classroom has its own email: classroomname@childsday.com. Please see my business card provided during the home visit or check our website at [www.childsday.com](http://www.childsday.com) to get more information.

Please Inform us about

<ul style="list-style-type: none"><li>* How the child slept the night before, including hours of sleep</li><li>* The child's mood and demeanor of the morning</li><li>* If the child ate well for dinner and breakfast</li><li>* If there is any change in routine for the family at home which may have an impact on the child</li><li>* <b>If there has been any sign of fever, skin eruptions, vomiting, diarrhea, discolored mucus, extreme fatigue, discharge from the eyes</b></li></ul>	<ul style="list-style-type: none"><li>* If the child is taking any medication (provide the time it was given)</li><li>* If the child needs to leave earlier than normal</li><li>* New pregnancy or baby</li><li>* Anyone visiting your home</li><li>* Either parent traveling out of town</li><li>* Random stay-home days</li><li>* Illness or Death in the family</li><li>* Extracurricular activities that may affect their temperament</li></ul>
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## Preparing and Serving Bottles and Food

### **Breast Milk Bottles**

- Breast milk (liquid **NOT** frozen) needs to be labeled with the child's full name and expressed date.
- Fresh breast milk can be stored in the refrigerator for 2 days.
- Unused liquid breast milk must be sent home at the end of every week.
- Previously frozen breast milk can be stored for only 24 hours after defrosting. Never put previously frozen milk back in the freezer.
- Once a baby begins drinking breast milk, the bottle can only be re-offered up to one hour later. If the baby does not want the remaining breast milk, then the remainder must be discarded.
- Child's Day can store refrigerated or thawing breast milk. We do not store or keep frozen breast milk.

### **Formula Bottles**

- All formula bottles need to be mixed at school from a factory sealed container.
- Pre-measured water bottles need to be provided and a sealed container of formula.
- Once a baby begins drinking formula, the bottle can only be re-offered up to one hour later. If the baby does not want the remaining formula, then the remainder must be thrown away.
- Formula can be stored for only 24 hours. After 24 hours, the formula must be discarded.
- All unused bottles must be sent home at the end of the day.

### **Breast Milk and Formula Bottles**

- Breast milk/Formula must be heated in water no more than 120°, for no more than 5 minutes.
- Breast milk/Formula needs to be gently mixed and not shaken.
- Always check the temperature of the breast milk/formula before serving.
- Children under 7 months must be held while taking a bottle.
- Bottles must not be propped. If the child cannot hold the bottle, the caregiver needs to hold the bottle for the child.
- Bottles must not contain solid foods unless prescribed in writing by the child's doctor for medical reasons.
- Bottles must always be capped if not in use.

### **Baby Food**

- Each child will have a tray in the refrigerator for storing perishable food and a cubby for non-perishables.
- Homemade infant food needs to be provided in individual servings that can be warmed in water at no more than 120°.
- Infant food must not be warmed in the microwave.
- Unless a child will eat a whole jar of food, it must be placed in a bowl. Any food that has not been eaten must be discarded.
- Baby food can be stored for 24 hours after being opened.
- Teachers do not offer cow's milk to children less than 12 months of age.
- Teachers only serve whole milk to children between the ages of 12 – 24 months.

# SAMPLE

## Infant Classroom Schedule

This schedule is flexible and varies to meet the needs of the children on an individual basis.

- Early Morning** Arrival and greetings, health checks, bottles, child's choice play, diaper changing and naps
- Mid-Morning** Outside time – buggy ride or playground as weather permits, diaper changing  
Lunches, bottles, diaper changing, child's choice play, naps
- Early Afternoon** Bottles, child's choice play, outside time or indoor activity
- Late Afternoon** Diaper changing, bottles, naps, child's choice play, Departure

At the start of the school year, all of the children eat, sleep and play on their own schedule. There is no group schedule at this time. We ask the parents to provide approximate daily routines for their child by filling out the Infant/Toddler Information Sheet. These schedules are kept for the teachers to use as a reference and provide general guidelines for care. This form will be updated monthly, as the children's needs are changing. This is a basic daily schedule of what a day in our infant classroom may look like. We will be working towards this goal over the next several months. In the Spring and Summer, we may be ready to transition to group naptimes. When that occurs, we ask that the Child's Day policy of not dropping off or picking up your child during those times be observed.

**Please bring your child into the classroom no later than 9:00 AM. After 9:00 AM, the teachers become involved in the daily care of the children, making it difficult to pull away and properly greet a late arrival.**

## Child's Day Illness Exclusion Policy

### PLEASE KEEP YOUR CHILD AT HOME IF HE/SHE:

- ⇒ Has a tympanic (ear) temperature, or for infants under six months old, an axillary (armpit) temperature, of 100 degrees or higher OR has had a fever of 100 degrees or higher during the previous 24 hours – see school policy stated below
- ⇒ Has diarrhea (two episodes of loose, watery stool within the previous 24 hours).
- ⇒ Has vomited within the last 24 hours– see school policy stated below
- ⇒ Is within 12-hours of the first dosage of an antibiotic for any ailment (including non-contagious illnesses such as an ear infection)
- ⇒ Exhibits unexplained rash
- ⇒ Has symptoms of an eye infection
- ⇒ Has active lice or nits
- ⇒ Has an illness that causes them to need more care than can be given without impacting the health, wellbeing, and safety of the other children or has sustained an injury that would prevent comfortable participation in routine indoor and outdoor activities
- ⇒ Has symptoms and signs of possible severe illness such as lethargy, abnormal breathing, mouth sores with drooling, or other signs that the child may be severely ill

### IF YOUR CHILD BECOMES ILL AT SCHOOL

The following are the steps taken by the school: 1) the child is separated from the other children in the classroom and a familiar person is assigned to watch over the child. 2) The child is kept comfortable and when possible moved to a location where new individuals are not exposed 3) Parents are immediately called. Children who are sick must be taken home within one hour of being contacted as we do not have facilities to care for sick children. If neither parent can be reached, other persons listed on your enrollment forms will be called. *It is very important that all telephone numbers and information be kept current, in case we need to call you.*

### SCHOOL POLICY: SPECIFIC SYMPTOMS

The school's policy with regard to specific symptoms is as follows:

- ⇒ **Fever:** If the child has a tympanic (ear) temperature, or for infants under six months old, an axillary (armpit) temperature of 100 degrees higher OR has had a fever of 100 degrees or higher during the previous 24 hours, the child shall be excluded from the program. The child shall be fever free for 24 hours without fever reducing medication before returning to school.
- ⇒ **Diarrhea:** Parents will be notified when the first episode of watery bowel movement occurs. Parents will be informed that if a second watery movement occurs during the school day, parents must pick up the child. Parents will be asked to pick up a child immediately if abdominal pain, fever or vomiting accompanies the first or second occurrence of diarrhea. To be certain that the diarrhea does not re-occur; children must be diarrhea free without the use of medication for 24 hours before returning to the program.
- ⇒ **Vomiting:** If one or more episodes of vomiting occur within the previous 24 hours, the child shall be excluded from the program. If vomiting occurs during the school day, parents will be called and asked to pick up child immediately. Gagging due to excessive crying does not constitute vomiting.
- ⇒ **Ear Infection:** If your child has an ear infection, they may return to school 12 hours after their first dosage of antibiotics provided they have been fever free for 24 hours without fever reducing medication and do not have any more exclusion symptoms. If your child is not taking antibiotics, they may return once they are comfortable enough to cope with the daily activities and routine of school.
- ⇒ **Skin Rashes:** If the child has undiagnosed skin rashes or sores, the child is prevented from attending school. If the child has untreated and/or undiagnosed persistent itching of skin or scalp, the child shall be excluded from the program.
- ⇒ **Eye Discharge:** If thick mucus or pus is draining from the eye, the child shall be excluded from the program. If the doctor indicates that the discharge is due to allergies and is not contagious, a note from the doctor specifically stating that information must be brought to school in order for the child rejoin the program.
- ⇒ **Active Lice:** If your child has active lice or nits they shall be excluded from the program.
- ⇒ **Respiratory Symptoms:** If child exhibits difficult or rapid, shallow breathing or severe coughing, the child shall be excluded from the program. If the child makes high pitched croup or barking sounds after he/she coughs, and the child is unable to lie comfortably due to continuous cough, the child shall be excluded from the program.
- ⇒ **Appearance or Behavior Changes:** If the child looks or acts differently, is unusually tired, pale, lacking appetite, confused, irritable, or difficult to awaken, the child should remain at home for further observation. If the child is not able to participate in the daily activities and routine of school, they should remain at home.



## **PRESCRIPTION & NON-PRESCRIPTION MEDICATION PROCESS**

Do you need to drop off prescription medication (Amoxicillin, drops for eye infections, epi-pens, asthma inhalers, etc...) or over the counter medication (ibuprofen, acetaminophen, teething tablets, diaper cream, anti-itch cream, etc...) for your child?

**ALL MEDICATIONS** must be received by an administrator. Classroom teachers will **CAN NOT** accept medications from parents. There are no Prescription or Non-Prescription authorizations forms in the classroom. They are available in the front office and in the Director/Assistant Director office.

### **I'm a parent dropping off medication...what should I do?**

Please stop by the front office or the Director/Assistant Director office any time **after 7:30am** if you have ANY type of medication that needs to be administered to your child during school hours.

### **Do I need to have a prescription from my doctor and are there any forms I need to fill out as a parent?**

Yes. All prescription and non-prescription forms are available in the admin offices. A doctor's note is required for **ALL MEDICATIONS** excluding over-the-counter topical creams such as diaper rash ointment, anti-itch cream for bug bites, lotions, sunblock, etc... When in doubt, call the office for clarification.

### **Who are the admins that I can give my child's medication to? When will my child get their medication?**

Vanessa Gaudyn (Director), Tina Guajardo (Assistant Director), and Lauren Sicarelli (Office Manager). After receiving the medication and making sure that we have all the required documentation, the administrator will bring the medication directly to the classroom.

### **What if no one is in the main office or in the Director/Assistant Director office?**

Please wait in the front lobby area and call the school phone number. An administrator may be away from their desk but they typically travel with a portable phone and can meet you in the front office to receive any medications that you are dropping off. In the rare occurrence that you still are unable to reach an admin, please see Ms. Kerry in the Puffins classroom. **DO NOT LEAVE UNATTENDED AND UNCHECKED MEDICATION IN ANY OFFICE OR ANY CLASSROOM.**

### **Why can't I give my child's medication directly to their teacher?**

During drop off and pick up times, our teachers are visiting with children and parents, they are supervising the students still in their classrooms, and often they are also managing multiple hands on activities. It can be challenging to make time to go over the required paperwork, ask clarifying questions, and lock up medication in the midst of so much transition. For the safety of your child, we want to ensure that something as critically important as medication has a consistent and uninterrupted intake process.

# INFANT INFORMATION SHEET

NAME \_\_\_\_\_

UPDATED \_\_\_\_\_ FOR MONTH OF \_\_\_\_\_

7:00 AM	NAP ROUTINE	_____
7:30 AM	_____	_____
8:00 AM	_____	_____
8:30 AM	FEEDING ROUTINE	_____
9:00 AM	_____	_____
9:30 AM	BOTTLE: HOW MUCH	_____
	HEATING METHOD	_____
10:00 AM	FORMULA OR BREAST MILK	_____
	IF FORMULA - NAME BRAND	_____
10:30 AM	_____	_____
11:00 AM	SOLIDS: HOW MUCH	_____
	TEMPERATURE	_____
11:30 AM	_____	_____
12:00 PM	DIAPERING ROUTINE	_____
12:30 PM	_____	_____
1:00 PM	WIPES	_____
	OINTMENT / LOTION	_____
1:30 PM	DRINKS FROM SIPPING CUP?	_____
2:00 PM	ALLERGIES OR DIETARY RESTRICTIONS?	_____
2:30 PM	_____	_____
3:00 PM	USE A PACIFIER?	_____
3:30 PM	SPECIAL NEEDS DURING EATING OR SLEEPING TIMES?	_____
4:00 PM	DIFFICULTY WITH PREGNANCY OR DELIVERY?	_____
4:30 PM	_____	_____
5:00 PM	OTHER CONCERNS?	_____
5:30 PM	_____	_____
6:00 PM	_____	_____

**PARENT SIGNATURE** \_\_\_\_\_

Please return this form to your child's teacher.

Date: \_\_\_\_\_

Classroom: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_

My child \_\_\_\_\_ is a non-walking mobile infant. They can pull themselves up to a standing position in a crib. I give permission for my child to transition to sleeping on a mat in their classroom when it is appropriate.

---

Parent's Printed Name

Parent's Signature

Date

**\*Please place signed copy into classroom child file.**

Please return this form to your child's teacher.



**Sunscreen and Insect Repellent Permission Form**

Dear Parents,

To protect the children from sunburn and insect bites during outside time, we recommend selecting one of the following options for sunscreen and insect repellent.

Please mark your preferred option, fill in any blanks, and return the form (and money) to your child's teacher as soon as possible.

---

Child's Name: \_\_\_\_\_

I will participate in the purchase of a class set of **"Babyganics Mineral Based Sunscreen Cream & Babyganics Natural Insect Repellent"**. I give permission for my child to use this lotion.  
*\*\*Please provide \$10 with this form if you select this option\*\**

I will provide my own sunscreen and insect repellent. I give my child permission to use the following products:

- \_\_\_\_\_(sunscreen)
- \_\_\_\_\_(insect repellent)

I elect to opt out of both of these options. I do not give my child permission to use sunscreen or insect repellent.

---

Parents Printed Name

---

Date

---

Parent's Signed Name

**\*According to Childcare Licensing, this form must be renewed every 6 months.**



Please return this form  
to your child's teacher.

## Over The Counter Diaper Cream / Ointment Permission Form

Child's Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Classroom: \_\_\_\_\_

\*\*\* (Note: this permission slip expires at the end of the school year) \*\*\*

I hereby give permission for Child's Day to apply the following brand(s) of over the counter diaper cream / ointment to my child as needed:

Diaper Cream/Ointment Brand Name(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you'd like to OPT OUT, please check below:

- I do not want diaper cream applied to my child.

\_\_\_\_\_  
Parent's Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Child's Day Parent Volunteer Opportunities

Research shows that children are more successful when their parents are involved in their classroom experience. Volunteering in your child's class is one way to help meet this goal. Please take the time to read through the opportunities listed below and determine where you would like to help this year. Your time and efforts will be well spent while enriching the children's learning experience. We encourage both parents to sign up and volunteer.

---

Child's name

---

Parent Volunteer's name (please print)

Email Address

---

Parent Volunteer's name (please print)

Email Address

## **\*Volunteer Opportunities\***

*Please indicate areas of interest by checking below:*

\_\_\_\_\_ Parent Advisory Committee (PAC) Representative: PAC meets once a month, for one hour, to discuss Center-wide issues and plan events.

\_\_\_\_\_ Room Parent: Supports classroom and helps organize classroom events.

\_\_\_\_\_ Story-time Reader: Comes in during a scheduled time to read to the children.

\_\_\_\_\_ Talent Search: Share your interests, hobbies, etc. with the children.  
specify: \_\_\_\_\_

\_\_\_\_\_ Miscellaneous: (specify) \_\_\_\_\_

# 2018-2019 SCHOOL CALENDAR

AUGUST 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
<sup>23</sup> / <sub>30</sub>	24	25	26	27	28	29

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
<sup>23</sup> / <sub>30</sub>	<sup>24</sup> / <sub>31</sub>	25	26	27	28	29

JANUARY 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
<sup>23</sup> / <sub>30</sub>	24	25	26	27	28	29

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- August 2018**
- 7-8 Parent Orientation Nights
  - 15 Early Dismissal at Noon
  - 16 – 17 Center Closed – Staff Training
  - 20 First Day of Program Year
  - 29 Parent Orientation Night
- September**
- 3 Center Closed - Labor Day
  - 11 Early Dismissal @ 5:30 pm
  - 12 First PAC Meeting
  - 26 Back to School Night
- October**
- 5 Early Dismissal @ 5:00 pm (ACL)
  - 8 Center Closed - Staff Training
  - 10 PAC Meeting
  - 12 Early Dismissal @ 5:00 pm (ACL)
  - 24-26 School Photos
- November**
- 4 Fall Family Festival (Zilker Park)
  - 6 Early Dismissal @ 5:30 pm
  - 14 PAC Meeting
  - 21 Abbreviated Hours (8:00 – 5:00)
  - 22-23 Center Closed – Thanksgiving
- December**
- 7 Early Dismissal @ 5:30 pm
  - 17-21 Early Dismissal @ 5:00 pm
  - 24-31 Winter Holiday – Center Closed

- January 2019**
- 1 Center Closed - New Year's Day
  - 2 Delayed Start - Open @ 8:00 am
  - 9 PAC Meeting
  - 21 Staff In-Service - Center Closed
- February**
- 5 Early Dismissal @ 5:30 pm
  - 13 PAC Meeting
  - 18 Center Closed - Parent Teacher Conf.
- March**
- 13 PAC Meeting
- April**
- 8-12 Week of the Young Child
  - 10 PAC Meeting
  - 19 Center Closed - Staff In-Service
- May**
- 6-10 Staff Appreciation Week
  - 8 PAC Happy Hour
  - 27 Center Closed – Memorial Day
- June**
- 4 Early Dismissal @ 5:30 pm
- July**
- 4 Center Closed – Independence Day

**KEY**

- Center Closed
- Abbreviated Hours
- PAC Meeting
- Child's Day Event
- First Day of Program Year

**Important Note:**  
Child's Day will be closed for one week in August 2019 prior to the new program year for staff training and to prepare classrooms for the new program year.

