

Welcome to the



Cottontails Room

Fall 2020



Hello Cottontail families!

My name is Kris Sheffield and I will be your child's Lead Teacher this fall. I have a bachelor's degree in Child Development and love working with children of all ages, from the cuddly infants, to the always-on-the-move toddlers, to the curious and questioning preschool and PreK students. I have over nine years of experience working with families and their children from six-weeks old through five-years old. Before 2011, there were many years of caring for children in home-settings and church nursery and summer programs.

I am brand new to Texas, via Surprise, Arizona after moving there in 2017, having originally spent most of my life in Joliet, Illinois. I have two children of my own, one out of high school and one still in. We love watching movies together, spending time outside, and treasure hunting at thrift stores. We have one pet, a Bearded Dragon named Phoenix, but we love dogs, too! Some of my favorite things are: anything purple, chocolate in any form, Iced Tea, and thunderstorms!

In Arizona, I was the Lead Teacher in the Dysart Unified School District Pre-K Inclusive 4-5-year-old Program for the 2018-2019 & 2019-2020 school years. My students there were a mix of typical learners and children with special needs and they were ALL amazing to work with.

One of my favorite parts working with children is that it also involves working with families. We all have something we can teach to and learn from each other. I look forward to meeting and working with both your children and you this year.

All the Best,

Ms. Kris

Cottontails Lead Teacher

Cottontails@childsday.com

Important Classroom Information

Your child should bring a backpack to school daily to carry their lunch, snacks, and fully charged device.

Items to Bring:

- Charged device for online learning (labeled with child's name). Device will be sent home daily. Please charge nightly. Please send your child's device in a protective case with a screen protector to help prevent damage.
- Headphones (labeled with your child's name on masking tape on the cord). Headphones will remain at school.
- Charger for your child's device (labeled with your child's name on masking tape on the cord). Charger will remain at school.
- Well balanced meal in a lunch box with child's name; containers/ cups/ water bottles **MUST** be labeled. Provide an ice pack or block to keep food cool; use thermos to keep items cold or hot (we are not currently warming up food).
- 2 healthy snacks (labeled AM and PM)
- Water bottles with a cap or that folds down to prevent cross-contamination
- Two complete changes of clothes including socks and underwear. Please **LABEL EVERYTHING** clearly with your child's name. Please put these clothes in a Ziploc bag to help reduce the spread of germs
- Sunscreen/ bug repellent or the money to cover the cost, plus the signed permission slip.
- Blanket/ Lovey that your child might want during mid-day quiet time. It must fit inside the cubby.
- 1 Ream of Color or White Copy Paper
- 1 Black & White Composition Notebook
- ALL PRESCRIPTION AND NONPRESCRIPTION (Tylenol, Benadryl, etc) MEDICATION MUST BE CHECKED INTO THE OFFICE**

Please **LABEL EVERYTHING brought to school.** Label lunch boxes, water bottles, food containers and lids, clothing, shoes, socks, jackets, sweaters, gloves, etc. Many children have items that are the same or similar and determining whose is whose can be confusing to the child and the teacher! Labeling all of your child's belongings will prevent them from being lost or misplaced.

Things to keep at home:

- Personal Toys: Toys brought from home are easily lost or broken and are not always shared willingly. Child's Day provides an abundance of toys and classroom materials. Please remind your child to keep his/her toys at home. Books are always welcome.

Arrival Time:

- Please arrive during the designated drop off time. If your child will arrive later than the designated drop off time, please call the office to arrange an alternate time to drop off.
- Your child's teacher will conduct a health check and take your child's temperature.
- Give the teacher your child's completed daily schedule.
- Be sure your child has everything they need for the day including their fully charged device, lunch, and snacks.
- 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.

Departure Time:

- Please arrive during the designated pick up time. If your child will be picked up earlier than the designated pick up time, please call the office to arrange an alternate time to pick up.
- Important information and flyers are often posted on the front door, please be sure to read them.
- Any papers/artwork that need to go home will be sent home in your child's backpack. Please check it nightly.
- 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:

- For the safety of your children and others, please keep your child and siblings close by at drop-off/ pick-up
- Child's Day is a **CELL PHONE FREE ZONE**. Please hold all cell phone conversations for before or after pickup and/or drop off.

BIRTHDAYS

For safety reasons, Child's Day requests no balloons or lighted birthday candles. On the day of your child's birthday, our morning activities will include making birthday cards for your child. This makes the day special for your child, and also gives the children an opportunity to practice writing skills. Please let us know in advance if you wish to provide snack on the day of your child's birthday.

Communication between Teachers and Parents

We believe communication between parents and teachers are essential to the children's optimal development.

- 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.
- All messages regarding illness, attendance or time sensitive information must be made by contacting the office at 512-327-3274 or office@childday.com. **PLEASE DO NOT EMAIL YOUR CHILD'S TEACHER WITH 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.
- The classroom email address is cottontails@childday.com

Please inform your child's teacher about anything out of the ordinary for your child including:

<ul style="list-style-type: none">* If your child did not sleep well* The child's mood and demeanor are atypical for your child* If the child did not eat well for dinner or breakfast* If there is any change in routine for the family at home which may have an impact on the child* New pregnancy or baby* If there has been any sign of fever, cough, congestion, skin eruptions, vomiting, diarrhea, discolored mucus, extreme fatigue, discharge from the eyes	<ul style="list-style-type: none">* If the child is taking any medication (provide the time it was given)* If the child needs to leave earlier than normal* Anyone visiting your home* A move to a new home* Either parent traveling out of town* Random stay-home days* Illness or Death in the family* Extracurricular activities that may affect their temperament
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Positive Guidance and Discipline

Guidance and discipline are techniques used to teach children positive, appropriate behaviors needed to coexist with others. We believe this social learning and development of inner control is best accomplished through important adults modeling appropriate behaviors. These are behaviors we would like to see the children mimic. These skills develop slowly with experience and age. Physical punishment, shaming, withholding food and discouraging words can be frightening and/or diminish a child's self-worth and are not part of our guidance and discipline philosophy.

We use the following positive approaches to guidance and discipline:

- 1) **Prevention:** All classroom environments are set up to be safe and developmentally appropriate. We limit the number of guidelines the children have to follow. It is our goal that the children be able to experience the environment with as little restraint as possible in order to develop their own internal control.
- 2) **Observation:** We get to know the children, their interests, personalities and their stages of development so we can meet all of their needs.
- 3) **Modeling:** We believe that children learn from behaviors modeled for them by important adults in their life. We treat the children and other adults with respect and act and speak to them the way we want the children to interact with others.
- 4) **Acknowledgment:** We comment when they are using appropriate behaviors. (i.e. "You are being gentle" or "You helped your friend!") We call this positive reinforcement.
- 5) **Choices/Problem solving:** We encourage children to assist in very simple ways with care giving routines as is appropriate for their age. We encourage the children to find solutions when challenges occur. We also observe and comment on their choices. We often give children very structured choices rather than open-ended questions. This insures that the choices they make are choices we as adults can live with. This begins even in infancy and helps to develop self-confidence.
- 6) **Redirection:** We will remove a child from a situation or encourage a child to act or try a behavior in a more appropriate manner (i.e., I see that you're pushing. You can push this car. We have gentle hands with our friends.)
- 7) **Clear limits and follow-through:** We will state the rules and expectations in a simple way and have an adult step in and help the child follow rules when necessary.

When changes or patterns in behavior are observed, we may notify the parents to set up a meeting. At times, it is helpful to involve the director or assistant director as we put our heads together to form a positive support plan for your child. During these meetings, we ask parents to share their observations and we all work together as a team to ensure each child's success. If it is recommended that your child receive an assessment or any type of outside service to help them have a more successful school experience, we will gladly partner up with those services in any way we can.

Child's Day Food Policy

In Child's Day's effort to prevent choking and keep children safe, we offer the following guidelines for lunches and in class party snacks. Please pack a balanced, nutritious meal with variety for your child to eat. The children are learning to self-feed; please choose finger foods that will help increase their success.

Here is a reminder of possible choking hazard foods that are prohibited at Child's Day according to the Texas Department of Family and Protective Services Child Care Licensing Division. If any of these foods are accidentally packed in your child's lunch box, we will send it back home with a reminder note. This is applicable for every student in every classroom. We understand that your child may eat some of these foods at home. **Please be mindful that these foods are prohibited in group care.** At the bottom of this page is a lunch food list filled with great ideas for your child. Your child's teacher reserves the right to not serve a food item (even if unlisted) if they suspect it may be a possible choking hazard. Thank you for helping us to keep your children safe and to remain in compliance with Texas Minimum Standards!

Prohibited Foods List

Research has shown that 90% of fatal choking occurs in children younger than four years of age. It is a requirement and best practice for **ALL CHILDREN** in group care (this includes infants through Pre-Kindergarten, regardless of age) to abstain from packing potential choking hazards and bringing them to school. Examples of foods that present a risk of choking include:

- hot dogs sliced into rounds
- whole grapes
- hard candy
- string cheese
- nuts
- seeds
- hard chunks or very small pieces of uncooked raw vegetables (eg; broccoli, raw peas, carrots) Soft manageable vegetable pieces are ok.
- dried fruit
- pretzels [including pretzel thins]
- chips
- peanuts
- popcorn
- marshmallows
- spoonfuls of peanut butter
- chunks of meat larger than can be swallowed whole

Again, please bring the lunches in labeled containers that the children can open and are safe for children to handle, drop, and use (do not send glass or ceramic containers to school except for infant food in glass jars). **Please label every item inside your child's lunch, including things like ziplock bags, pouches and individual packets of food to avoid mix-ups!**

Note: Food for infants should be cut no larger than ¼ inch square. Food for toddlers/2s should be cut no larger than ½ inch square.

School Lunchbox Ideas

Put together a simple delicious lunch by mixing together ideas from the 3 categories.

Note: Lunches should also include healthy dairy options.

Grains

whole wheat tortillas •pita pockets with sun butter, banana •bagel with cream cheese or sun butter•whole wheat muffins•whole wheat waffles•naan/flatbread with dipping sauce•pasta with marinara•whole wheat sandwich•mac n cheese•cheese quesadilla•bean and cheese tostadas

Protein

Hardboiled egg•cottage cheese•tacos•sliders•hummus•grilled chicken•sun butter with apples•turkey rollups•tuna•cheese slices•yogurt with fruit or granola•leftovers dinner•roast beef•refried beans

Fruits/Veggies

banana•peaches•apples•pears•pickles•nectarines•black beans•salsa•cole slaw•honeydew melon•strawberries •mango•papaya•cucumber slices •orange slices•plums•avocado•soft sweet peas•steamed vegetables•pepper slices



Child's Day COVID-19 Policies and Procedures Information for Parents/Staff

The following are the most updated CDC, licensing and local requirements for childcare centers caring for children. They are in place to protect the health and safety of our children, families, and staff.

Please read the newly implemented requirements carefully. After you have read them, please sign off stating that you understand and agree to follow each of the requirements. A signed copy will be required before children can resume care.

Preventing the spread of COVID-19:

1. The only individuals allowed to enter the building are staff; persons with legal authority to enter; children enrolled at the operation; unless the operation determines that there is a legitimate need for the parent to enter. Should the parent have a legitimate need to enter the operation, the parent must be screened by the operation as outlined in this document for children and staff including wearing a mask.
2. Child's Day will designate drop off and pickup times/locations outside of the buildings for each classroom. Staff/admin will meet you outside the facility to complete screening process including a temp check before you are able to leave your child(ren). This is to limit direct contact between parents and staff members and adhere to social distancing recommendations. Locations/times coming soon.
3. If possible, older people such as grandparents should not pick up children, because they are more at risk for severe illness from COVID-19.
4. Parents will need to take their child's temperature and evaluate their symptoms based on our updated illness policy before heading to school to make sure they are able to attend (this would include any siblings with symptoms/temperature).
5. Parents will need to wear masks during drop-off and pick-up times.
6. All individuals entering building must first be screened with questions below including having their temperature taken. Individuals and siblings will be denied entry if even one individual shows sign of any of the following new or worsening signs or symptoms of possible COVID-19:
 - A temperature of 100.0°F or above for children/parents and staff;
 - infection, such as a cough, runny nose, shortness of breath, sore throat, and low-grade fever;
 - Chills, Repeated shaking with chills, Muscle pain, Headache, Loss of taste or smell, diarrhea;
 - In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or
 - Have you, or anyone in your household, traveled internationally in the past 14 days
If you answered "yes" to one or both of the questions above, but do not currently have any symptoms: CDC states that you need to quarantine (self-isolate) for **14 days** and monitor yourself for new symptoms.

If you answered “yes” to one or both of the questions above and have developed symptoms: The CDC states that you need to isolate and avoid contact with others for at least **14 days** after the onset of symptoms. For any medical information please call your health provider.

7. Hand Hygiene guidelines: Infants through 2 years will have hands wiped and wash hands once in the classroom. 2yrs through 5 years will use hand sanitizer and wash hands once in the classroom.
8. Neither children nor staff will change from one group to another. No Enrichments at this time.
9. Children Hummingbirds through Koalas and Puffins/Field Mice may be placed into smaller groups within the classroom to rotate in areas and allow more space for children and use of materials.
10. Staff and children must continuously wash hands for no less than 20 seconds at a time.
11. All areas of children’s play will be properly sanitized as needed, mid-day and at the end of the day.
12. All children’s toys will be properly sanitized daily. Toys that come into contact with children’s mouths will be placed in designated container to be properly sanitized.
13. Home toys will not be allowed to support health and safety policies; comfort items/lovies are okay.
14. The playgrounds will be properly sanitized as usual. Stairway rails will be properly sanitized after each classroom leaves playground and before another group enters.
15. Each child must bring meals and snacks for the whole day. We will not do warmups at this time to avoid handling of foods for health and safety practices. May want to consider using thermos to keep items warm. Children’s lunch bags may be stored in new location for health and safety reasons.
16. Lunches times may be staggered to allow spacing at our table for health and safety reasons.
17. All children need to bring 2-3 changes of clothes in Ziplock bags that are labeled with child’s name to be used when needed. Items may be stored in new location or health and safety reasons.
18. All bottles, bottle caps, sippy cups, and water bottles from home used for feeding or drinks should be labeled with child’s name.
19. All family households attending the center should continue to follow the shelter in place outside of the center to minimize exposure and the possibility of becoming ill.
20. All staff caring for children must wear proper protective gear (masks) to minimize exposure to the virus throughout the day and as long as possible.

In the event of illness (staff, parent or child) at our center, the following policies and procedures must be followed:

Guidelines for Excluding Children & Staff with Illness
Revised 7/16/20 Covid-19 Pandemic

Your child’s health is a matter of major importance to us. CDC/Licensing requires that precautions be taken to safeguard the health of all children enrolled. This includes excluding children from attending with symptoms outlines below. **Parents, please be responsible and notify the school when your child is out sick and if any testing/diagnosis are confirmed and must keep them at home until exclusion criteria are resolved.** The school will notify families and staff about any illnesses.

Accepting Admin/staff will question all parents at drop off and if a child appears to be sick, it is also the Admin/staff’s responsibility to ask a parent to take a child back home if the child is deemed not well enough to be at school.

Teachers will also conduct health checks on each child during the day including temp checks. Admin/staff will question parents about scrapes, bruises, etc. that are visible. Child’s Day does not employ a school nurse; therefore, any first aid administered, or medication given will be done by the child’s teacher or the office personnel.

A child who becomes ill at school will be removed from their classroom and cared for in a separate space by one caregiver until their parents are able to promptly pick them up from school.

COVID-19 Guidelines

Symptom/Diagnosis	When Child will be sent home/excluded	When Child may return
Child/Staff Has any COVID Symptoms Fever 100 (Travis County guidelines) Cough Shortness of Breath/Trouble Breathing Chills Muscle or body aches Sore throat loss of taste or smell Fatigue Headache Congestion or runny nose Nausea or vomiting Diarrhea	Immediately	Must be tested before being allowed back to school. If they test positive for COVID-19 they must be quarantined for the designated 14 days before returning to school with Doctor’s note. Children/Staff who have negative test results may return to school after being fever and symptom free for a period of 24 hours without medication.
Child/Parent/Staff has a confirmed COVID- 19 Positive Test	Protocols that include – No entry Notification of illness to parents/staff Complete sanitation of the classroom, Call to health officials and following CDC recommendations for the centers next steps.	In the case of a confirmed positive COVID-19 test, 1) the individual may return when all three of the following criteria are met: at least 3 days (72 hours) have passed since recovery (resolution of fever

	If parents test positive, their children need to remain quarantined for 14 days before they are allowed back to school.	without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared; or 2) In the case of symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or 3) In the case of symptoms that could be COVID-19 and individuals want to return before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
Child/Staff Has Been in Contact with someone under Quarantine for a suspected case of COVID-19	Cannot attend until 14 days after contact or after contact person has been tested and proven to be NOT positive. Documentation provided.	Cannot attend until 14 days after contact or after contact person has been tested and proven to be NOT positive. Documentation provided.
Child/Staff Has Been in Contact with someone with a confirmed case of COVID-19	Cannot attend until 14 days and no symptoms during the 14-day period.	Cannot attend until 14 days after contact and no symptoms during the 14-day period.
Family/child has traveled internationally in the last 14 days	Until person who traveled has been home for 14 days without any symptoms.	After 14 days of returning for 14 days without any symptoms.

Additional Illness Guidelines

Symptom/Diagnosis	When Child will be sent home/excluded	When Child may return
Fever – No other COVID-19 symptoms	If your child has a temperature of 100.0 or higher as currently recommended by Travis County	The child shall be fever free for 24 hours without fever reducing medication before returning to school.
Respiratory Symptoms – No other COVID-19 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.	When exclusion criteria are resolved or with a doctor's note stating the child can return
Cold Symptoms Runny Nose Stuff Nose Sneezing Watery eyes Cough (see above COVID)	If accompanied by Fever (see fever criteria)	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious

Diarrhea	After 2 occurrences within a 24-hour period	When diarrhea subsides for 24 hours without medication or doctor's note stating child is not contagious
Diaper Rash	If sores are oozing and leak body fluid	When exclusion criteria are resolved
Hand, Foot & Mouth Syndrome	When spots/bumps/lesions are noticed or present in the following areas: <ul style="list-style-type: none"> • Hands, feet & mouth • Diaper area • Thigh/legs 	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious and has taken medication for at least 24hrs
Active Head Lice	When nits/eggs are noticed or present	When exclusion criteria are resolved and 24-hrs after first treatment
Irritability	If irritability cannot be redirected and/or prevents child from being able to participate comfortably and safely	When child can be redirected
Itching	If itching is suspected to be caused by any of the following: Scabies, Impetigo or Ringworm	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious
Appearance or Behavior Changes -Lethargy	If the child looks or acts differently, is lethargic, 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.	When exclusion criteria are resolved
Mouth Sores	When sores cause drooling	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious and has taken medication for at least 24hrs
Eye Discharge -Pink Eye (Conjunctivitis) - Allergies	<ul style="list-style-type: none"> • Thick mucus or pus from eyes • When discharge is noticed • Pinkish/red swollen or irritated eyes 	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious and has taken medication for at least 24hrs
Rash – Skin/Scalp	When unidentified rash is noticed and is accompanied by: <ul style="list-style-type: none"> • Behavior change • Persistent itching • Fever • Has oozing/open wound/sores • Child is unable to participate 	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious and return date
Chicken Pox	When lesions are noticed or present	When all lesions are dried and crusted. Typically takes 6+ days and doctor's return date
Strep Throat	If child has a positive strep culture	After at least 24 hours of antibiotic medicine and note with return date
Vomiting	After 1 or 2 occurrences within a 24-hour period. Gagging/minimal drool/spit-up due to excessive crying/anxiety does not constitute vomiting.	When vomiting subsides for 24 hours without medication and able to participate

Children who are sick must be taken home immediately or 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 especially important that all telephone numbers and information be kept current, in case we need to call you.

Your child's exclusion and readmission to the program is subject to review by their receiving classroom staff and/or a Director. If your child has a chronic illness or disability, please discuss a plan for reasonable admission/exclusion criteria with a Director.



PRESCRIPTION AND 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 brought to the front office and a parent/guardian must complete a prescription or non-prescription medication authorization form. A doctor's authorization is required for all medications, even non-prescription medications. Classroom teachers **CAN NOT** accept medications from parents. Prescription and Non-Prescription authorizations forms are available in the front office.

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

Please call the front office any time **after 8:00 am** so that an administrator can come outside to receive the medication and give you the proper form to fill out. The medication needs to be in the original packaging with the original dispenser. If the prescription for the medication is on the box, you must bring in the box with the prescription.

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

Yes, we must have a doctor's authorization to administer both prescription AND non-prescription medications. The doctor's authorization should include dosage and timing instructions. Prescription and non-prescription forms are available in the front office. 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?

Michelle Perez (Director), Sheri Leonard (Assistant 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 where it will be stored in a medication cabinet or designated refrigerated area. Epi-pens are stored in insulated storage containers which are taken out to the playground.

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. **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 are busy times for our teachers as they visit with parents and supervise children simultaneously. It can be challenging to go over the required paperwork, ask clarifying questions, and secure 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.

2020-2021 SCHOOL CALENDAR

AUGUST 2020						
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SEPTEMBER						
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August 2020

- 11, 12, 13 Parent Orientation Meetings
- 17-21 Center Closed – Teacher Work Days
- 24 First Day of Program Year

September

- 7 Center Closed - Labor Day
- 9 First PAC Meeting

October

- 7 PAC Meeting
- 12 Center Closed – Parent Teacher Conf.

November

- 11 PAC Meeting
- 25 Early Dismissal @ 5:00 pm
- 26-27 Center Closed – Thanksgiving

December

- 4 Early Dismissal @ 5:30 pm (Staff Meeting)
- 23 Early Dismissal at 5:00 pm
- 24-31 Center Closed - Winter Holiday

January 2021

- 1 Center Closed - New Year's Day
- 4 Delayed Start @ 8:30 am
- 13 PAC Meeting
- 18 Center Closed - Staff Training

February

- 10 PAC Meeting
- 15 Center Closed – Parent Teacher Conf.

March

- 10 PAC Meeting
- 17 Early Dismissal @ 5:30 pm (Staff Meeting)

April

- 2 Center Closed - Staff Training
- 7 PAC Meeting
- 12-16 Week of the Young Child

May

- 3-7 Teacher Appreciation Week
- 12 PAC Happy Hour
- 19 Early Dismissal @ 5:30 pm (Staff Meeting)
- 31 Center Closed – Memorial Day

June

- 23 Early Dismissal @ 5:30 pm (Staff Meeting)

July

- 5 Center Closed – Independence Day Observed

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 2021 prior to the new program year for staff training and to prepare classrooms for the new program year.



Parents Drop-off/Pick-up Guidelines and Locations

- Effective 8.24.2020-

We know the first day may be full of different emotions and we want your family to be prepared for those morning goodbyes.

- Arrive at or during your child's classroom timeframe as we have classrooms scheduled right before or right after.
- You will need to stand by the cones until your teachers call you over for check-in
- Make sure to say goodbye and then allow the next family to check-in.
- We ask that you not gather with other parents/children before, during or after drop-off/pick-up times
- If drop-off timeframe is missed, remember you will need to call the office to arrange drop off time.
- When trying to make alternative drop-off arrangements there may be a waiting time if other classrooms are still checking in or you may be given a different time based on availability of team and admin during the day.
- If an unplanned drop off happens too close to lunch or nap time we may ask you to return the next day to avoid disruption and coverage of the classroom.
- Make sure to read the updated COVID illness policy found in the Welcome packets and on the Child's Day website. <http://childsday.com/classrooms>

At Drop-off:

- If rainy or cold – Bldg. 1 classrooms can drop-off inside by front door or inside foyer
- Teacher will sign in children
- Please answer the questions asked with current family information
- When temp taken - if 100 or higher or any additional symptoms children should remain at home (additional support with ear temp thermometer can be done)
- Give brief update about your child to allow time for all children to be checked in
- Please make sure to e-mail your teachers if you have additional questions or would like to set up time to talk in depth about your child
- Hand Hygiene reminders:
 - Under 2 yrs -wipes and hand sanitizer for rest

At Pick-up:

- If rainy, hot, or cold – Bldg. 1 classrooms can wait inside by front door or inside foyer
- Daily communication notes/sheets should be found in bags/lunch boxes
- E-mail teachers if you have additional questions or want to set up time to talk

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 "DEET Free Bullfrog Mosquito Coast Sunscreen with Insect Repellent SPF 50 spray. I give permission for my child to use this lotion. ***Please provide \$20 with this form if you select this option** Please note: Teachers will notify parents as classroom supplies need to be replenished throughout the school year.*

- 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.

Parent's Signature

Date

Parent's Printed Name

Child's Day Online Learning Support Class

Individualized Daily Schedule

*** Please provide this sheet to your child's teacher at drop off each day. ***

Child's Name: _____

Today's Date: _____

Please provide the schedule of your child's required activities for today:

Time	Activity	App	Meeting ID	Meeting Password

Assignments Due Today:

What other information do we need to know about your child's schedule today?