



Infant & Toddler Classroom Guidelines

In efforts to continuously provide quality care for your child, please adhere to all guidelines detailed in NLCA's Parent Handbook. Parent Handbook may be viewed online at:

www.newlifechristianacademygcsc.com

- ✓ Please make sure that your child arrives by 8:30am. We have a scheduled program which includes gross motor activities during the earlier part of the morning. Instructional time and circle time immediately follows, and if your child arrives when they have not had sufficient activity time, it's difficult for them to adjust when they arrive after activity time has passed. Please make alternate childcare arrangements if you can not arrive by 8:30am.
- ✓ Please make sure that your child is DRY prior to arrival each morning. We have scheduled diaper & potty time every hour. If your child arrives with a diaper that he/she had on the night before or earlier that morning (or which is severely soaked or soiled by the time they arrive here at NLCA), you will be asked to change him/her prior to leaving. It is suggested that you change your child just prior to leaving the house to ensure that they will be able to wait until the next scheduled diaper /potty changing time.
- ✓ Please make sure that ALL items are properly labels prior to arrival (i.e. special milk, food, storage containers, sippy cups, bottles, blankets, wipes, diapers, underwear, etc. ALL LABELING MUST BE VISIBLE WITH A PERMANENT MARKER. ALL food items and sippy cups MUST be properly labeled or they will be immediately discarded due to improper identification.
- ✓ Please provide no more than (1) sippy cup for your toddler child. If your child is beyond the age of 20 months, we will be encouraging transitioning to an open cup. Please practice the use of a cup with your child at home as well.
- ✓ Heavy items like coats should be hung in the small closet next to the potty room. All other items such as diapers, wipes, extra clothing, etc. should be stored in their cubby. NO heavy items such as diaper bags or other heavy bags should be stored in your child's cubby. All extra clothing should be stored in a large zip lock bag with your child's name on it inside of their cubby.

- ✓ Please make sure that your child has at least 2-3 changes of CLEAN clothing AT ALL TIMES and clothing is properly labeled.
- ✓ Check your child's cubby to make sure that all supplies are sufficient. We will provide a reminder slip in your child's cubby of items that may be needed.
- ✓ Please make sure that your child finishes all outside food prior to entering their classroom. Parents may not be sure of severe food allergies of other children and could accidentally expose them to foods that may cause an allergic reaction. Also, children like to share their food with one another, and if you leave them with food during the busiest time of the day (morning), exposure risk may be greater.
- ✓ Please make every effort to provide your child with a nutritious breakfast prior to arrival if they will not be eating breakfast at NLCA. Please try and avoid giving your child sugary sweets for breakfast to get their day started, it often makes it difficult for them to adapt to morning instructional time.
- ✓ If you have any concerns or questions that may require extended conversation, please direct your concerns to the Director or Administrative personnel. It is imperative that staff is able to give children undivided attention to our children at all times. We have an open door policy, so feel free to schedule an appointment or stop by my office to address your questions or concerns.
- ✓ Please adhere to our wellness policy (see attached). It is imperative that we limit exposure of colds, flu, viruses, etc. to our staff and other children. Your child should be free of incubation, contamination, and exposure periods of any diseases, viruses, colds, flu, fever, etc. at least 24-48 hours prior to returning to school. We desire to have all staff members healthy, well and present each day but when they are inconsiderately exposed to illnesses, it places a burden on the entire center (other children as well as staff members). If your child is not able to participate in daily activities after returning to school due to sickness, you will be called to come and pick your child up immediately.
- ✓ When your child has an immunization doctor's appointment, he/she must remain out of the center for at least 12 hours. Your child should return with an updated immunization record on the following day.
- ✓ It is imperative that you have alternate care for your child. If you are called to pick your child up due to illness or behavioral challenges, they should be picked up within the hour.
- ✓ We understand the demanding schedules of our parents. Most children are in our care for at least 10 hours a day. Some parents are fortunate enough to have schedules that allow them pick up early or to have a day off during the week. Your child benefits most when they are able to spend quality time with their parents as often as possible. If you are fortunate to have

flexible or early schedules please try and pick your children up as soon as possible. This could minimize them having extremely long days in childcare.

- ✓ Every child does not always respond to a structured program. We are here to partner with our parents to provide the best environment for your child's growth and development (socially, emotionally, physically and spiritually). If we feel that your child is not best benefitting from our program, we will schedule a conference with you to discuss a transition plan with you. After a period of time, we will reassess adaptability and if little or no improvement has happened, we will ask that you seek alternative childcare options.
- ✓ All students MUST adhere shoe policy. No sandals, heavy boots, crocs, flip flops, moccasins or boat styled shoes or other shoes that are not safe for play. Shoes with a rubber bottom sole that provide have the ability to be laced up must be worn at all times. We have several physical activities planned for your child daily and proper footwear is vital for you child's safety. If your child arrives with improper footwear, you will be called immediately to provide proper footwear for that day. Repeated violations of our shoe policy may result in refusal of your child's admittance upon arrival.
- ✓ Please review our "Biting Policy" and "Discipline Policy"

If you have any questions or concerns about any of the above guidelines please discuss with Director or Administration. Thank you for your cooperation.