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**BYTERIAN WEEKDAY SCHOOL**

**INFANT/TODDLER PROGRAM**

**PARENT HANDBOOK**

**2017– 2018**



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Welcome to 2<sup>nd</sup> Presbyterian Weekday School Infant/Toddler Program (ITP). After approximately seventeen years of operation and with the retirement of the founding director, Nancy Miller, 2<sup>nd</sup> Presbyterian Church Parents' Day Out program closed as of 6/30/13. The Weekday School assumed the responsibilities of this Church mission and outreach to the young families of the church and of our community. In July 2013, The Weekday School was licensed by the state of Kentucky to expand to include infants (6 wks. as of Aug. 1) and toddlers and to expand our hours from 8:00 am to 5:00 pm. This handbook serves as an addendum to The Weekday School's 2016-2017 Family Handbook. All aspects of ITP adhere to the philosophy and standards as stated in The Family Handbook. Due to the young age of children enrolled in the ITP, several day to day operating procedures are unique for this age group. Please read this information and keep for future reference. We look forward to spending time learning and growing with your very young children!

### **ITP Staff for 2017-2018**

**Infants** (6 wks as of Aug. 1 – 11 mos.) Rm. 115 (Green)

Leigh Anne McNamara, Cassandra Zimmerman

Phyllis Gurley and Marcia Kight

**Toddler A** (12 -17 mos.) Rm. 121 (Blue)

Kim Bird, Sarah Dumeyer, and Amy Russell

**Toddler B** (18 – 23 mos.) Rm. 117 (Red) Lesley Dallas and Katie Smither

### **Support Staff**

Nina Hilbert (Program Coordinator); Lori Dabney and Ali Holloway (Admn. Assts.)

Joelle Leiferman (Facilitator; Music/Movement)



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Kim Bird                      Lori Dabney                      Joelle Leiferman  
Leigh Anne McNamara      Amy Russell                      Katie Smither  
Cassandra Zimmerman

## General Information

The ITP is a school based program and is available Monday through Friday. To meet the various needs of parents of young children, enrollment is offered for as few as one day per week to as many as five days per week. Tuition is based on the number of days per week a child is enrolled and may be paid on a monthly or quarterly basis. A registration deposit of \$100 is required to reserve a child's spot in a class. The registration fee is deducted from the total tuition due per child.

The program is divided into three groups based on the *approximate* age of the child (determined by the Ky. state enrollment date of August 1):

**Infants:** 6 weeks to 11 months

**Toddler A:** 12 to 17 months

**Toddler B:** 18 to 23 months

Typically, a child stays in the same class throughout the entire school year. However, the Director upon consultation with the Program Coordinator and the school Behavior Interventionist, reserves the right to change the class based on the best environment for the child's development. Parents will be notified prior to any class changes. Under special circumstances (such as Enrichment Programs) mixed age group children may share the same classroom space. Under all circumstances, Ky. state licensing regulations for teacher/student ratios per the youngest age child in the group will be maintained.

School hours are 9:00 – 12:00 pm with Early Morning services available at 8:00 am. Extended Day Services are as follows: Lunch Bunch is offered 12:00 – 3:00 pm. In addition, After Hours Care is available from 3:00 – 5:00 pm.

Please park outside of and enter through door #1 (Rite Aid side). Please park in designated parking spaces. Please do not park in the fire lane nor block traffic. Please do not leave your vehicle running, children unattended or valuables unlocked in your car. Children must be escorted in and signed in/signed out from the classrooms. A child will be released only to individuals authorized on the family's enrollment forms. Siblings of children in the ITP should be dropped off during the 2 years old carpool (near the toddler playground; off Edmund Lane) at 8:55 am **prior** to the infants/toddlers being escorted into the building via door #1 at 9:00 am. (Siblings will be escorted to the library to listen to a story and walked to their classes at the appropriate time.) State licensing regulations prohibit older children from mingling in the infant and toddler classrooms. Please be prompt at arrival and dismissal. Your children's teachers will be focusing on your child. They will be happy to communicate with you via a phone call or email after school (attach a requesting note to book/diaper bags).

Recognizing that the floor is often young children's play surface, the ITP is adopting a **"no-shoes"** policy in their classrooms. Cubbies for children's shoes are located at the end of the hallway (please label shoes). Adults too, are requested to remove their shoes prior to entering the classrooms (alternately, surgical shoe covers are provided for parents whom do not wish to remove their shoes.) Please honor our request!

## **Snack**

All infant bottles must be prepared in advance and labeled with the child's name. Additional formula must be in a labeled original container. Breast milk may be individually packaged, labeled and frozen. Infant food and serving utensils must be individually labeled with the child's name. Teachers will follow infant schedules as provided by the families. Toddlers will have snacks daily. The Cabinet of

Snacks that pre-packaged (store bought and in their original packaging) must include **two** of the following:

Milk or milk product      Protein      Fruit or vegetable      Bread

A calendar with assigned snacks will be handed out monthly to each toddler family. Please bring the designated snack (enough for the entire class) on your assigned snack date. Milk/water will be served at snack. Labeled no spill sipper cups are requested for toddlers. (Our goal is for older toddlers to eventually transition to drinking from a small open cup.) Please note: **NUT-FREE** zone. No peanut butter, tree nuts, popcorn, candy or choking hazards, please. We encourage healthy and nutritious snacks.

### Early Morning

Our school doors open at 8:00 am. Early Morning services for infants/toddlers are located in the ITP classrooms. (Please refer to the easel in the school atrium for the location of services for older siblings.) Please feed your children breakfast/first bottle before school so that your children do not arrive hungry to allow for a smooth transition into the program.

### Lunch Bunch

All infant bottles must be prepared in advance and labeled. Additional formula must be in a labeled original container. Breast milk may be individually packaged, labeled and frozen. Toddler children eating table foods should bring a nutritious lunch (packed in a lunch box with a cold pack/thermos, as needed) that does not require refrigeration or reheating. Please label all serving bowls, spoons, no spill sipper cups, etc. The Cabinet of Health Services in Kentucky requires that lunches brought from home include:

**Milk:** (whole milk for children under 2 yrs; 2% milk for children 2 yrs. and older.)

**Protein:** Two (2) **vegetables** or One (1) **vegetable and one (1) fruit** and One (1) **bread**

Please send lunches that comply with our state regulations.

down for rest. Infants are not allowed to sleep, etc. Blankets for infants must be on the lower half of the body only and tucked securely under the crib mattress. (Sleeping sacks are recommended.) Toddlers may lay down with a comfort item (“lovie”). We kindly request that security items be limited in size. Please label all personal items and check to see that they are in your children’s bags before leaving school.

### **After Hours Care**

Location of After Hours Care will be determined by the median age of the mixed age group roster. Please refer to signs in the school Atrium for classroom location. Service for infants in After Hours Care will be in their classroom (Rm. 115). All children must be signed out of the program and escorted from the building. Children in After Hours Care will be served a light snack (leftover from their lunch or provided by the school). They will be read to and will be encouraged to participate in quiet activities such as art and other fine motor activities as they wind down from their busy day.

### **Miscellaneous**

- Please label all items such as diaper bags, book bags, bottles, pacifiers, no spill sipper cups, spare clothing, personal items, shoes, etc. with your children’s first and last name.
- Please “dress for success” in washable play clothes. We like to get messy and would not want your best clothes ruined!
- We kindly request that babies not be dressed in jumpers that **button** (snaps are preferred) along the crotch or require total removal for diapering.
- Weather permitting, we plan to go outside daily. Please include labeled outdoor wear when necessary.
- Please do not bring unnecessary personal items, like toys, to school.

Please refer to The Weekday School 2017 – 2018 Family Handbook for items not addressed in this supplement. **THANK-YOU**, we are blessed to be a small part of your little ones’ lives!



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