

SECOND PRESBYTERIAN WEEKDAY SCHOOL

INFANT/TODDLER PROGRAM

PARENT HANDBOOK

2019– 2020



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Welcome

Welcome to 2nd Presbyterian Weekday School Infant/Toddler Program (ITP). In July 2013, The Weekday School was licensed by the state of Kentucky to expand to include infants (6 wks. of age 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 2019-2020 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 2019 - 2020

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

Anne Monarch and Katie White

Facilitators: Marcia Kight and Cassandra Zimmerman

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

Hillary Hunt, Alicia Marts and Cathy Ross

Toddler B (18 – 23 mos.) Rm. 117 (Red)

Angela Hardesty and Lenise Tidwell

Support Staff

Nina Hilbert (Program Coordinator); Stephanie Schneidtmiller (Administrative Asst.); Joelle Leiferman (Music/Art Enrichment)

Extended Day Service

Angela Hardesty

Hillary Hunt

Joelle Leiferman

Alicia Marts

Jane Roth

Stephanie Schneidtmiller

Lenise Tidwell

Katie White

Abby Witt

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 two days 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 \$200 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.

Arrival and Departure

School hours are 9:00 – 12:00 pm with Early Morning services available at 8:00 am. Additional 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 Room 142 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 and the assigned color (colored masking tape is provided on site). Additional formula must be in a labeled original container. Breast milk may be individually packaged, labeled, dated and frozen. Infant food and serving utensils must be individually labeled with the child's name and sent in daily. Teachers will follow infant schedules as provided by the families. Toddlers will have snacks daily. The Cabinet of Health Services in Kentucky requires that pre-packaged (store bought and in their original containers) foods for snacks 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 younger toddlers. (Our goal is for older toddlers to transition drinking from a small open cup.) Please note: We are a **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, labeled and marked with the assigned color. Additional formula must be in a labeled original container. Breast milk may be individually packaged, labeled, dated 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, eating utensils, no spill sipper cups, etc. The Cabinet of Health Services in Kentucky requires that lunches brought from home include:

Milk: (whole milk for toddlers under 2 yrs; 1% or fat-free 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.

After lunch, all children will lay down for rest. Infants are not allowed to sleep with toys, pacifier cords, "lovies", 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. 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. Please send in a separate snack of two food groups (label: After Care). They will be read to and will be encouraged to participate in quiet activities such as art, science and other fine motor activities as they wind down from their busy day. Weather permitting, toddlers will go outdoors for an afternoon buggy ride or to visit the playground.

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 and closed toe shoes daily for toddlers.
- Please do not bring unnecessary personal items, like toys, to school.

Please refer to The Weekday School 2019 – 2020 Family Handbook for items not addressed in this supplement

THANK-YOU, we are blessed to be a small part of your little ones’ lives!

