



# Welcome to the Bumblebee Room!



Dear Families,

Welcome to the Bumblebee Room at the PCC Child Development Center. Our classroom is the older toddler room with children usually being two years old. We are looking forward to sharing this special time with you during your child's early development. To help make the transition as smooth as possible we have included some information that will hopefully be helpful to you.

## Important Information:

- **We open at 7:30 am and close at 4:00pm, Monday through Friday.**
  - ***Important: All center classrooms close at 4:00pm & classroom teachers leave at 3:30 and 4pm. Please plan to pick up at least 15 minutes before closing, to have time to check-in with teachers, gather belongings, & sign out.***
  - ***In case of late pickup or emergency: it is necessary to contact us in advance if you are going to be late, so we can arrange additional care. Late fees will apply.***
- Masks are not required at PCC currently, but are welcome. We continue to maintain a clean and healthy classroom environment by following all Oregon Early Learning Division safety and cleaning guidelines.
- You may enter through either door of the Bumblebee classroom. When dropping off children please help your child wash their hands. We also ask that parents wash their hands upon entering the classroom. We have two sinks. One for adults and one for children to wash.
- **WASHING HANDS:** Hand washing is one of the best ways to help keep our community healthy, and reduce illness. We ask that all persons entering our center wash hands with soap and water.
- **Please sign your child in and out each day.** (Our sign in sheet will be on top of the cubbies.) Please include a phone number that you can be reached at during the day while your child is in our care. Please do not leave until you and your child have been greeted by a Bumblebee room teacher.
- We provide a morning breakfast and afternoon snack. The weekly menu is posted on the information board by the entrance in the bathroom.

- **You will need to provide lunch for your child.** Please label each item/container with your child's name. Please note that due to allergies, we are a nut, kiwi and lavender free classroom.
- Please bring diapers for your child. We will provide Kirkland brand baby wipes. Each child has their own labeled spot where we will keep diapers. If you would like us to use diaper cream on your child please bring it to the classroom labeled with your child's name. We have a form for you to fill out for the diaper cream.
- If your child is **learning how to use the** toilet please send extra underwear and pants. When children are beginning to use the toilet we expect some accidents so extra underwear is very helpful. Please know we support you in your child's learning how to use the toilet. Please check in with us so we can all be on the same page.
- Please bring spare clothes and **label each item** with your child's name. We will keep these spare clothes in a basket in your child's cubby.
- If you haven't already, please return the family information sheet along with the emergency form.
- We provide cots, sheets, and blankets for each child during rest time. Your child may also bring a snuggly comfort item if they wish. We launder blankets and sheets daily.
- **Take home notes** - Each day a note is filled out about your child's day. The note will be on top of the cubbies when you pick up your child. The note includes:
  - How much your child ate at each meal.
  - Time of each diaper change and/or attempt at using the toilet. We will let you know if their diaper was dry, wet, had a bowel movement, or tried to use the toilet.
  - What time your child fell asleep for rest time and woke up or did not sleep.
  - We will also make notes about replenishing diapers or extra clothes.
- **Accident reports** - If your child is hurt throughout the day, we will fill out an accident report that will be signed by the teacher, parent and director.

## Hopes and Dreams

We invite you to help us document your hopes and dreams for your child's time in the bumblebee classroom and beyond. On top of the classroom cubbies, you will find strips of paper and pens. Please take a moment at the beginning of the school year to write down a few words that convey your wishes for your child.

We will display these together as a reminder of our shared vision for our classroom community.

## Saying Goodbye

Beginning in a new classroom is a big transition for the whole family. Sometimes children cry or have big feelings at drop-off time. We are a community that welcomes and validates all emotions as they arise. When a child is struggling to separate, we ask parents to give a quick hug, brief goodbye and leave promptly. It can be helpful to make a plan with your child ahead of time, so they can anticipate the routine and find comfort in predictability. A teacher will always be available to comfort and support the child. We understand that it is difficult for a parent to leave their struggling child, but a confident farewell communicates that our classroom is a safe place and allows teachers to develop a relationship with your child. Thank you for your trust in the process!

## Big Feelings

We accept that anger, sadness, jealousy, and frustration are a part of the human experience and give children tools to work through these big feelings. A teacher will stay with a child who is experiencing big feelings, offering compassionate guidance and modeling the return to calm.

## Celebrating Families

Our goal is that all children and families feel safe, welcomed, valued, and represented in our classroom. We would love for you to bring in family photos that we can display to celebrate your family and to help your child feel comforted when they miss you. We can also take a photo at the beginning of the term of you and your child. Also, if you speak a different language other than English at home, we would love for you to share some phrases with us that we could all learn and that might help your child feel more comfortable. Please let us know how your child refers to you, so that we can use the same name when speaking to them about you. We encourage families to share their culture with us.

## Communication

We value open communication. Please feel free to contact us at any time with questions or concerns that you may have. We have an open door policy and welcome parents to come visit at any time. You do not need to let us know ahead of time. We would love your participation in any way that is convenient

for you. Visiting for lunch, reading a book or sharing something special from your home culture are some wonderful ways to connect with your child at school.

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I look forward to growing together this year!

Warmly,

Mariah