

St. Luke's Day School
Twos Department — Part Day
General Information

We recommend that you review your 2023-2024 Family Handbook carefully. Here are some highlights that need your attention as your child begins the new school year.

Arrival Tips: To ease the transition to the classroom, it is important to establish an arrival routine.

- Plan to arrive on time—9 to 9:15 a.m.
- Have your child carry his/her own school bag and put it in its proper place
- Encourage your child to walk rather than be carried
- Create a goodbye ritual that is unique for you and your child

Dismissal: Pick-up time is between **2:15 and 2:30 p.m.** Monday through Friday. Children become concerned if they are left waiting after the others have been picked up. If you are late, your child will be waiting for you in the Activity Center Lobby accompanied by his teachers. Please be sure to sign out your child in the late binder.

Secure Access Key Tags: St. Luke's UMC maintains a secure access system at entrances to the children's wings of campus. The Activity Center entrance (main entrance for SLDS) will be unlocked during peak drop off and pickup times, for example 9-9:30 a.m. and 2:15-2:30 p.m. All other entrances to the school will remain locked throughout the day. Please keep a key tag with you! **When the Activity Center entrance is locked, parents and caregivers will show their key tag to the security guard and/or Welcome Desk attendant to gain access to the secure area.** Every family starts with three key tags, which will be given at the start of school; extras are available at the Welcome Desk in the Activity Center lobby. Thank you for your support as we work to keep our children safe!

Signing In/Out: Teachers will sign your child in and out daily, as parents are dropping off at the classroom.

School Bag: Each child will receive a St. Luke's school bag with a luggage tag ID. Include a small light blanket for quiet time as our rooms may get cold. Lunch boxes may be carried separately. All items are to be labeled with your child's name. Please send your child with their SLDS school bag on the first day their class meets. We recommend leaving your child's school bag at school all week to be taken home on the last day their class meets. *Backpacks, totes, and rolling luggage bags are not allowed due to space limitations.*

Snacks/Lunches: We ask that you send an individual snack and lunch daily. All lunches and snacks should be prepared and ready to eat with limited adult assistance. Send the snack in a zip lock or reusable snack bag labeled with your child's name. We will provide water and napkins. We encourage nutritious snacks and lunches. Remember to provide utensils (see below). We recommend the use of an insulated lunch kit with an ice pack to keep items cold. We will not be able to reheat your child's food.

Experience has taught us that our two-year-olds can learn to drink from a cup. We will encourage the children to eat independently as children of this age gain confidence when they succeed at doing things for themselves.

Cup and Utensils: St. Luke's Day School is endeavoring to do our share to teach children environmental responsibility. Every day, please bring and take home eating utensils and a 4- to 8-ounce plastic cup. Label everything, please!

Labeling: Please put your child's name on EVERYTHING! This includes lunchboxes, cups, spoons, thermos bottles, training pants, diapers, change of clothes, sweaters, and coats.

Play Clothes: Send your child to school in comfortable clothes that may get messy. Elastic waistband shorts, pants, or dresses make it easy for the child and the teachers. Send your child in clothes that he/she can manipulate independently. Belts, suspenders, overalls, long dresses, and one-piece outfits with snaps make it difficult for your child to be successful in dressing and undressing him/herself.

Please send a complete change of clothes (season appropriate) to be kept in the classroom or school bag (as per teacher instructions) in case of accidents. We provide smocks for messy projects.

Shoes: We recommend that children wear rubber-soled, close-toed shoes (required for participation in motor class). No boots or sandals; they are unsafe on the Outdoor Classroom.

Diapers and Wipes: Some teachers will ask for a package of diapers to be kept in the classroom, while others will ask for 3 to 4 diapers in your child's school bag each day. We also ask that you bring a box of wipes, either at the beginning of the year or when the teacher requests it.

Potty Training: We have created a *Potty Training Handbook*, which outlines the stages of interest, readiness, time to train, and success! It is important for parents and teachers to work together for the success of each child. Before you begin the process, we ask that you read this handbook carefully and discuss your child's interest and readiness with your child's teachers so together you may support him/her with this exciting stage of development.

Rest Time: We have a daily rest time. Each child will need to bring an approved plastic fire retardant rest mat (available for purchase from our SLDS online store) to be stored in the classroom. State licensing requires that all mats be in good condition, free of damage. Please send a small blanket. If needed for rest, your child may bring a small soft animal or other comfort item. Any covering that you send for the rest mat will be sent home weekly on the last day their class meets. Remember to label these items.

Medications: In the event your child requires medication while at school, please hand the medication to the attendant at the SLDS Welcome Desk in the Activity Center lobby. Do not deliver medications directly to classrooms. A "Medication Dosage" form can be found on our website. Please complete and sign the form noting specific time of day and dosage amount to be given and place the form in the zip lock bag along with the medication.

Parties: We have five parties per year in the Twos department: Halloween, Christmas, Dads Valentine Breakfast, Easter, and End of Year. At the first of the year, parents may sign up to help with the parties. Our primary aim is to the focus of each party on the children. Parents are encouraged to participate while keeping this goal in mind. Please help us make sure the children do not become overwhelmed or overstimulated by following these classroom party guidelines:

- Work with the teachers to keep party preparations simple,
- Instead of attending all parties, choose two or three to alleviate overcrowding,
- Make alternative arrangements for care of younger or older siblings.

Curriculum and Early Academics: St. Luke's Day School's philosophy and goals for curriculum, classroom environments, and promoting academic readiness are outlined in the Family Handbook.

Parent Participation: Our Parent Advisory Council sends out information in the fall, listing all volunteer opportunities in our program. Since it is difficult for infant/toddlers to have their parents coming and going from the classrooms, these committees offer many other ways for you to support your child's school experience.

Thank you so much for helping us begin a successful and enriching year with your child!

Updated August 2023