

St. Luke's Day School
Infant/Toddler Department – Part Day
General Information

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

Arrival Tips: Please plan to arrive on time—9 to 9:15 a.m. For the first couple of weeks when you bring your child to school, you may stay for a few minutes to get your child settled. When you leave, give your child a hug, say goodbye, and then leave quickly. Once your child begins to adjust you can shorten your time at drop off. Drawing out your departure is hard on your child, so a quick hug and goodbye before you leave will minimize the time it takes for your child to calm down. Please remember you may call the office; they are happy to check on your child and give you a report. We will call you if your child does not calm down in a short period of time.

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 Bags: Please send your child with a diaper bag or small backpack on the first day their class meets. We recommend leaving your child's bag at school all week to be taken home on the last day their class meets.

Lunch and Snacks: Classes have a snack in the morning and eat lunch at approximately 11:30 a.m. Please send a snack and lunch daily. Please do not send squeezable yogurt for infants or toddlers. (See Lunch/Snack Ideas). We recommend 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.

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 cup with a lid. Label everything, please!

Naptime: Each day please send a fitted crib sheet (24" x 38" or pack-n-play size) or large pillowcase, a blanket*, and if needed, a pacifier or other comfort item. Some of our children are reassured by having a picture of Mom and Dad.

*Licensing regulations state that soft or loose bedding such as blankets, sleep positioning devices, stuffed toys, quilts, pillows, bumper pads, and comforters **must not be used in cribs for children under 17 months of age** (Kangaroos).

Labeling: Everything belonging to your child **must** be labeled with your child's name. This includes drinking cups, diapers, lunch kits, bedding, clothing, shoes, etc.

Play Clothes: Dress your children in simple clothing with openings in the diaper area. **Please avoid belts, suspenders, and overalls without snaps.** Remember that we have many children to change in a limited time frame. Send an extra set of clothes, all labeled, in a Ziploc bag. As seasons change and children grow, please remember to send appropriate clothes for your child. Please be aware that hair barrettes and clips are choking hazards and are not to be worn in infant/toddler classes.

Shoes: We recommend that children wear rubber-soled, close-toed shoes. 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.

Medications: In the event your child requires medication while at school, please hand the medication to the attendant at the SLDS AC Welcome Desk. 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.

For the Kangaroos Classes only: In order to better protect our non-mobile and newly crawling infants in the Kangaroos classes, we have a plan regarding floor cleanliness. Adults and children will remove shoes or cover shoes with clean foot coverings which are provided.

Parties: We have three parties a year in the I/T department: Christmas, Easter, and End of School. Parents may sign up at the first of the year to help with the parties. Our primary aim is to keep 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 one or two 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!