

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

We recommend that you review your 2024-2025 Family Handbook carefully. Here are some highlights that need your special attention as your child begins the new school year.

Arrival Tips: 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: Luke's Place children must be picked up by 5:30 p.m. 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 7:30-8:30 a.m. and 4:30-5:30 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 each Monday. We recommend leaving your child's school bag at school all week to be taken home on Fridays for items to be washed.

For the Honeybees class only: 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.*

Diapers and Wipes: Parents are responsible for sending diapers. The school supplies wipes. Some of our classrooms have space for storing a week's supply of diapers, others do not. Your teacher will help you determine how many to bring.

Naptime: For **Little Lambs** and **Big Lambs**, send 2 fitted crib sheets (pack-n-play size) at the beginning of each week. Parents may also send a pacifier, if needed. Some of our children are reassured by having a picture of Mom and Dad.

For **Bunnies, Penguins, and Honeybees**, send a crib sheet weekly. Parents may also send a blanket*, a pacifier, if needed, 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** (Little Lambs, Big Lambs, and Bunnies).

Food and Bottles: We encourage all food items to be sent in an insulated lunch kit with an ice pack to keep items cold. Little Luke's Place classrooms each have a small refrigerator for dairy products only; parents must label food containers and bottles in the refrigerator with the child's name and the date. This is required by licensing and accreditation standards. Bottles should come already prepared. Please send food for **one day only**. Your child will need a morning and afternoon snack.

We support infant breastfeeding and will coordinate the feedings and servings of expressed milk with the infant's mother as requested. St. Luke's has a comfortable Nursing Nook that may be used if desired.

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 with a lid. Label everything, please!

Labeling: Everything belonging to your child must be labeled with your child's name. This includes drinking cups, diapers, lunch kits, bedding, clothing, 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 season-appropriate clothes, all labeled, to be kept in the classroom in case of accidents. As seasons change and children grow, please remember to send appropriate clothes for your child. Please remember that hair barrettes and clips are choking hazards and 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.

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

For the Honeybees class only: 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.

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!

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