

STEM ACADEMY PARENT HANDBOOK

Welcome Parents to STEM ACADEMY for Young Kids!
an Academy of Excellence Committed to Make a Difference

OUR MISSION

To provide a safe and secure environment while discovering talents and nurturing young kids for a gifted future. To inspire every child to dream and foster an attitude of, **"Yes, I can do it!"** and engaging every child with project-based learning of interest to promote talents.

OUR VISION

To provide a unique learning experience and platform that follows the cycle of learning through exploration, preparation, development and action, where a child can challenge his/her talent for confidence building. Quality Education is the lifeline for a healthy society and strong nation.

OUR GOAL

To identify the talent and nurture with a strong belief, "Every Child is gifted and talented". To establish a flexible learning center with enriched and varied learning opportunities for all young children to build strong foundations emotionally, academically and physically.

HOURS OF OPERATION

STEM Academy for Young Kids is open and enrolls year round. Our hours of operation are 7am - 7pm, Monday through Friday.

SCHOOL DAY HOURS

8:30am-3:30pm

BEFORE CARE & AFTER CARE HOURS

7:00am-8:30am & 3:30pm-7:00pm

EXTENDED CARE

6:30am-7:00am & 7:00pm-7:30pm

PART TIME CARE

8:30am-12:30noon

SCHOOL YEAR

Our school year runs from September (Tuesday after Labor Day) to June (last public school calendar day).

SCHOOL CLOSED

New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving & day after, Christmas Day. When a holiday falls on a Saturday, we will close Friday and when it falls on a Sunday, we will close Monday.

EARLY DISMISSAL

New Year's Eve 4:00pm, Thanksgiving Eve 4:00pm, & Christmas Eve 1:00pm

WEEK OF CHRISTMAS & SPRING BREAK

These are FUN weeks for children staying with us. For those vacationing students, parents should be worry free as their child won't miss out on academics. School Age children may request care for these weeks.

CHECKING IN AND OUT WITH COMPUTER

It is required for the parent/guardian of each child to check their child in and out on a daily basis, using the parent computer located in the front hallway. Each parent will be given a code to process their child's attendance in the center. This system helps us determine attendance in the center and classroom lists for emergency evacuations. Repeat offenders NOT complying with this rule can and will be fined \$5 each time child is not checked in/out.

DAILY HEALTH CHECKS

Our staff is required to perform a daily health check of each child upon drop off. This is a simple process of giving a child the "once over" look. We want to make sure your child is free from skin rashes, unusual spots, scrapes, bumps, or bruises and/or fever. Any marks discovered on your child will be reflected on the daily sheet.

IMMUNIZATIONS AND FLU SHOTS

ALL children MUST be immunized to enroll and attend STEM Academy. You will be required to submit a copy of your child's immunization record to the center upon enrollment and a completed UNIVERSAL HEALTH FORM by your child's health provider/doctor. EVERY CHILD 6 MONTHS TO 5 YEARS OF AGE MUST GET A FLU SHOT EVERY WINTER, proof must be provided. Care can and will be suspended if immunizations and/or flu vaccine proof is not provided. Remember to update your child's immunization chart as they are done throughout the year. See the following link for info: <http://www.state.nj.us/health/forms/imm.pdf>.

CHILD WILL BE ABSENT

If your child will be absent, please call the main phone number at STEM Academy, 732-243-9793, to report their absence. This allows us to account for any sicknesses that are going around, be aware of children on vacation and children who are just spending the day at home. Reporting your child absent, helps keep the structure to our program. Remember attendance is important to your child's success at STEM.

UPDATING PARENT INFORMATION

It is vital to our program and the safety of your child to update your personal information whenever the need arises. Your cell, home & work phone number MUST BE UPDATED AND CURRENT AT ALL TIMES. This includes home and work addresses, emails and emergency contacts.

PARENT/FAMILY CONNECTION

We have an open door policy (for enrolled) families. Here at STEM Academy for Young Kids, parents/guardians are welcome to come and go without notice to visit the center and their child. Please see our INFO TO PARENTS LETTER. We encourage family participation in STEM Academy. For example, if you would like to volunteer your time to read a story, share a family tradition, celebrate a birthday – please communicate with your child's teacher for details on how to make this a successful interaction. You may contact the office and check in on your child if you feel the need.

HOLIDAYS AND CELEBRATIONS

We look forward to celebrating with our multicultural and international families. We will do our best to teach and celebrate all calendar holidays. Cultures, holidays, celebrations are taught matter of fact. "Some families (not all) celebrate this and this is what it entails..." is one example of our approach. With this said, children look forward to celebrations and it makes the school year fun! Teachers will provide sign-up sheets for parents to participate in these celebrations when the time approaches. Your school calendar will reflect these celebrations. We ask parents of children with allergies to participate by providing a special treat for their child on these days.

BIRTHDAYS

You are welcomed to celebrate your child's birthday. Please speak with your child's teacher on the details, which allow the teacher to inform parents and plan for children with allergies. Snacks, cupcakes, juice boxes, goodie packets, etc. MUST BE STORE MADE WITH A LABEL provided. Keep it NUT/PEANUT FREE! Birthdays are traditionally celebrated in the afternoon at 3:00pm snack.

MONTHLY CALENDAR AND THEMES

STEM Academy for Young Kids will post online and in the classroom monthly calendar. This calendar will reflect the THEME of the month, of which the curriculum will be based around. The calendar will have important reminders for holidays, days off, celebrations, birthdays, etc.

EXTRA CURRICULAR ACTIVITIES

STEM Academy offers a wide variety of extra activities. Many activities are included in your tuition and others are parent paid activities. Activities can vary from semester to semester to ensure children are being introduced to a wide range of activities.

HIGH SCOPE CURRICULUM

STEM Academy for Young Kids will follow the High Scope curriculum. HighScope's educational approach emphasizes "active participatory learning." Active learning means students have direct, hands-on experiences with people, objects, events and ideas. Children's interests and choices are at the heart of HighScope programs. They construct their own knowledge through interactions with the world and the people around them. <http://www.highscope.org/> We then layer STEM emphasis into our classrooms which introduces and engages children to STEM ideas, projects, learning and terminology. STEM subjects (Science, Technology, Engineering, and Math) will be given strong emphasis in our Pre-K and Kindergarten programs. Preschool will use the "E" in STEM to increase and build upon English (language arts).

UNIFORMS/DRESS CODE

Uniforms are required by STEM Academy for Young Kids for our Pre-K and Kindergarten programs. Uniforms can be purchased via the link on website. Uniforms must be in good condition - no rips, tears, bleach marks or heavy stains. Footwear: children in all classrooms must wear "CLOSED TOE" shoes, sneakers or sandals. Infants (non-walking) are exempt from this request. Potty-Training classroom is requested to wear "easy pull up and down" pants. Please, no buttons/snaps, onesie-type clothing (i.e. overalls, singlet t-shirts, one piece jump suits, etc.) until potty-training is achieved.

PARENT/TEACHER CONFERENCES

STEM Academy for Young Kids will hold two (2) formal conferences a year. At this time your teacher will provide a sign-up sheet for you to choose a time slot. If you need additional time, you may ask. If at any time during the school year you (or your child's teacher) feel the need to conference, just ask and we will accommodate. Please note each classroom is equipped with a telephone - you may call to check up on your child if they had a difficult drop off, if they are new or if they are just returning from a long absence etc. PLEASE KEEP ALL CALLS TO LUNCHTIME as to not disturb the classroom. Infant parents can call daily to check up on their infants.

TUITION AND FEES

Kindergarten tuition is based on 4 weeks in the month and for a school year from September to June. Infant/Toddler/Preschool/Pre-K tuition is a year round tuition with an open enrollment, based on a 4 week month. See the center director for tuition details. There is a registration fee for every family and a deposit required upon enrollment. Deposits will be deducted from your last tuition payment upon withdraw. Registration is NON-REFUNDABLE.

LATE PICK-UP & FEES

STEM Academy for Young Kids closes every evening at 7:00pm. There is a LATE PICK UP FEE of \$15 up to the first 15 minutes and an additional \$15 for the next 15 minutes. For each additional minute after 7:30pm, the fee is \$1.00 per minute. Late fees are charged to your account with the time of pick-up posted in the comment section. We understand inclement weather, traffic & broken down trains. These "occurrences" are the exception, not the norm. If you need to adjust your pick up time, contact the office.

LEAVE OF ABSENCE

If your family needs to take an extended leave period during the school year, we can make arrangements with the individual family. Parents who leave for 3 full weeks or longer can pay a "Leave of Absence" fee. This fee is 50% of the tuition fee. This fee is non-refundable. This fee holds your child's spot in the classroom while they are away with the understanding they will return to school. (Your deposit remains on your account). If you choose not to return to STEM Academy for Young Kids, you are in violation of our withdraw policy and a 1 month tuition is back charged to your account, in which you are responsible for paying. Your deposit will be used to clear up any outstanding balances.

SUMMER CAMP

STEM Academy for Young Kids offers summer camp for children 5 years to 12 years. Summer camp is an additional cost and separate from the school year. Children must register and fill out the appropriate paperwork for summer camp. One (1) camp t-shirt is included.

SICK POLICY

STEM Academy's first priority is the health and well-being of its children and staff. For this reason, our sick policy is as follows. Children shall be excluded from care or sent home if these symptoms should arise during the hours of operation if/when they experience the following:

- Severe pain or discomfort
- Acute diarrhea
- Two or more episodes of acute vomiting within a period of 24 hours
- Temperature of 101 degrees Fahrenheit
- Lethargy that is more than expected tiredness
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult rapid breathing or severe coughing
- Skin rashes in conjunction with fever or behavior changes
- Weeping or bleeding skin lesions that have not been treated by a doctor
- Mouth sores with drooling
- Stiff neck

Children MUST BE SYMPTOM FREE FOR 24 HOURS before they return to STEM Academy.

**If your child is sent home from STEM Academy with any of the above symptoms;
they ARE NOT PERMITTED TO RETURN THE NEXT DAY - unless a doctor's note is provided.**

COMMUNICABLE DISEASES

The following communicable diseases can and will exclude your child from attending STEM Academy for Young Kids until a note from their doctor is supplied stating they are no longer contagious or placing others at risk.

- Respiratory Illnesses: Chicken Pox, German Measles, Hemophilus Influenza, Strep Throat, Meningococcus, Measles, Tuberculosis, Mumps, Whooping Cough
- Gastro-Intestinal Illnesses: Campylobacter, Escherichia coli, Giardia Lamblia, Hepatitis A, Salmonella, Shigella
- Contact Illnesses: Shingles, Lice, Impetigo, Scabies

STEM Academy for Young Kids may exclude a child whose illness prevents them from participating comfortably in activities, going outside or results in a greater need for care than the staff can provide without compromising the health and safety of others.

ADMINISTERING OF PRESCRIPTION MEDICATION

If your child is need of prescription medication while at STEM Academy, the parent must ask for and fill out completely the MEDICATION ADMINISTERING FORM. This form must be signed by the parent (or doctor, if applicable). ALL medication must be handed to the teacher or administration with release form.

- Medication is in its original container with name and expiration date of prescribed medicine.
- Medication container must have date of when it was prescribed and how it is to be administered.
- Medication must have the name of child who is to receive medication on label.

ADMINISTERING NON-PRESCRIPTION MEDICATION

If your child is need of non-prescription or over-the-counter medication for the following types of medicines, which must be in accordance with the recommended dosage, age and/or weight of the child, as indicated on the label, the director/admin/nurse will do so ONLY if a non-prescription medication form is filled out:

- Antihistamines
- Cough suppressants
- Decongestants
- Non-aspirin fever reducers/pain relievers
- Topical preparations, such as sunscreen and diaper rash preparation

**MEDICATION OF ANY KIND SHOULD NEVER BE LEFT IN A BACK PACK, DIAPER BAG OR CUBBY BOX!
IT MUST BE GIVEN TO A TEACHER OR ADMINISTRATION!**

Discipline Policy

STEM Academy for Young Kids teaches "POSITIVE GUIDANCE" and "REDIRECTION". We want to teach children to "use their words" when age appropriate and staff will use their words to communicate wanted behavior. We want to teach children to problem solve and conflict resolute when the situation presents itself. We want to empower children to stand up for themselves (and others) and encourage them to make positive choices. We understand and expect developmentally appropriate acting out and will handle each case as it arises. We teach our staff that behaviors, not the child need to be focused on in the event of such an incident. Safety is our number one priority! Unless, your child is a threat to themselves or others around them, all situations are handled in the classroom. A child may sit (or be asked to sit) in the library or quiet area to regain composure and then reintegrate into group activity. In extreme cases, when a child is unable to calm themselves or with the aid of the teacher/director, we will "take a walk" around the classroom or the school until calmness is achieved - the child will be returned to their classroom to rejoin the group. Furthermore, a child's emotions should not be ignored, rather they should be allowed to express disagreement, anger, sadness, crying etc. and learn to manage and gain self-control of those feelings, through help from the teacher, parent or fellow classmate.

- STEM Academy staff WILL NOT negatively discipline any child for not eating, sleeping or having a "potty accident".
- STEM Academy staff CAN NOT FORCE a child to eat, sleep or use the potty.
- STEM Academy staff WILL NOT hit, use foul/inappropriate language, shake, embarrass, shame, threaten, exploit, abuse or neglect any child in their care. Corporal Punishment is not allowed. These actions are grounds for termination of the employee.
- STEM Academy Staff will not keep "outside time" from any child.
- STEM Academy WILL NOT use FOOD for reinforcement (positive or negative) including with potty-training.

- STEM Academy staff WILL praise children for desired behavior.
- STEM Academy staff WILL notify parents of children's behavior.
- STEM Academy staff WILL treat children equally.
- STEM Academy staff WILL create appropriate consequences for rules of the class.

BITING POLICY

Biting is a developmentally and age appropriate form of response from a child. NOT all children will bite. In the event that a child bites or has been bitten, BOTH parents/guardian are informed of the incident, NAMES WILL NOT BE PROVIDED! Incident reports will be given to BOTH sets of parents/guardians. We are very aware parents may not see biting occur at home. We ask just that you remind your child that, "teeth are used for eating" and we should not use "teeth for biting". If a child bites or is bitten repeatedly, "shadowing" will be conducted in the classroom to investigate and provide solutions for the situation. "Shadowing" is when a teacher or director becomes the child's buddy to observe the actions of the child, classroom, teacher & other children. The "shadow" can then give ideas, suggestions, and possible solutions to the issue. If shadowing is unsuccessful, on occasion biting can be a cause for expulsion. However, an action plan will be put in place 30 days (unless safety does not permit) prior to expulsion, so parents, teachers and the director can together approach and hopefully resolve the situation or alternative arrangements can be made.

EXPULSION POLICY

Unfortunately, there are reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know, we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enacted.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payment.
- Failure to complete required forms including the child's immunization records.
- Verbal abuse to staff.
- Parent threatens physical or intimidating actions toward staff members.

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical abuse to staff or other children.
- Unable to toilet train in our three year old program.

WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation.
- Recommendation of evaluation by local school district child study team.

SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school. The parent/guardian will be informed regarding the length of the expulsion policy. The parent/guardian will be informed about the expected behavior.

FEEDING UTENSILS, BOWLS, BOTTLES AND CUPS

Children bringing lunch to school should have their own utensils. STEM Academy does have plastic spoons, forks, cups, napkins and paper plates if a child should forget, but we encourage parents to pack all that is necessary for your child in their lunch box. INFANTS and TODDLERS MUST provide all bowls, plates, eating utensils and ENOUGH SIPPY CUPS/BOTTLES for the child for the course of a day! LABEL EVERYTHING! BOTTLES MUST BE LABELED WITH NAME AND TODAY'S DATE! WE CAN NOT REUSE ANY BOTTLE OR SIPPY CUP AFTER INITIAL USE! For children purchasing lunch or having school snack utensils, napkins and cups will be provided.

STEM Academy for Young Kids serves whole milk to children under 2 years old and 1% milk to children over 2 years old, unless otherwise requested by the parent/guardian. We also provide SOY milk for children who may have allergies to regular cow milk. We serve water throughout the day. We DO NOT serve juice.

Here at STEM Academy we feel it is our responsibility to encourage healthy eating (and drinking). Please help us as well and limit sugary and unhealthy snacks. Ask your child's teacher for healthy alternatives for picky eaters. Please visit the website: <http://www.choosemyplate.gov/> for more information on portion sizes, food ideas, alternatives, etc.

MEALS AND SNACKS

We serve breakfast snack between 8:30-8:55am every morning. Children who arrive at 9:00am or later, should have already eaten at home. Lunch is served (depending on the class/age of children) at 11:30, 12:00 or 12:30. Lunch is catered into our center and can be PRE-PURCHASED for \$6 per day. Infant formula (or breast milk for nursing infants) is provided by parents. Parents are also required to provide all food for their child until 18 months of age.

NAP TIME & REST TIME

Children in our Infant, Toddler, and Preschool rooms will be allowed to and given time to nap during the day. In our Infant rooms, infants nap according to their own individual schedules. We also practice "BACKS TO SLEEP" in our center. ALL children are required to be placed on their backs, initially to sleep. Once a child is old enough to roll over/turn over they will be allowed to sleep on their sides. In our Toddler and Preschool rooms nap is scheduled into the day's routine. Children are not forced to sleep rather they are provided a cot. Parents MUST supply a standard crib sheet and small blanket for their child to use at nap time. SHEETS AND BLANKETS are REQUIRED by licensing. Nap times can range from 12 to 2:30 daily. Some children use all of it, some of it, and/or none of it. A child is required to have rest time on their cot for approximately 30 minutes. If your child does not fall asleep or makes clear they will not sleep they will be given a book on their cot or placed at the table for quiet time activity. This allows napping friends to nap peacefully. Teachers will sit next to your child to provide comfort, when necessary.

Nap time is extended to our Pre-K and Kindergarten classes. Children are not forced to sleep rather they are provided a cot. Parents MUST supply a sheet and small blanket for their child to use at nap time. SHEETS AND BLANKETS are REQUIRED by licensing. Nap times range from 1 to 2:30 daily. Some children use all of it, some of it, and/or none of it. A child is required to have rest time on their cot for approximately 30 minutes. If your child does not fall asleep or makes clear they will not sleep they will be given a book on their cot or placed at the table for quiet time activity. This allows napping friends to nap peacefully. Teachers will sit next to your child to provide comfort, when necessary.

OUTSIDE TIME AND PHYSICAL ACTIVITY

Children who come to STEM Academy for Young Kids are expected to be able to fully participate in the daily schedule. Outside time is part of this schedule; any child who comes to school at STEM Academy will be expected to play outside according to state childcare regulations. ANY child who is requested to not participate in outside activity due to weather or illness should remain home until they are able to fully participate. We go outside between temps of 35 degrees and 95 degrees. We monitor for air quality alerts and wind chill factors in making our decisions for outside time. Children are expected to get a minimum of 60 minutes a day of physical activity. We here at STEM Academy strive to help meet this expectation. Your child will have outside/gym time once in the morning and again in the afternoon. Children who stay after 5:00pm will get another opportunity for physical activity either outside or in the gym.

TOILET/POTTY TRAINING

Here at STEM Academy for Young Kids, we will aid in potty training for your child. Parents are strongly encouraged to follow up with training children at home, it is crucial for Parent and Teacher to be on the same page for ultimate success! Potty-training formally begins with children who are 2 years old. A child will begin to have their diaper changed inside the bathroom standing up. At this time they will be asked/encouraged to sit on the potty (even if they just sit for a moment we will praise their efforts). Children in our 2's room will be asked every 45 minutes or so to come to the potty and "try". Their diaper will be removed and they will be assisted to sit on the potty. After each attempt, children will be asked to wash their hands to promote and associate proper hygiene. As your child begins to be successful, the time will be lengthened to 1 hour, 1 hour 15 minutes, etc. until they can reach 2 hours. If your child is able to stay dry for 2 hours and successfully use the potty when asked for 5 straight days, at this point, we will consider your child "toilet/potty-trained". When your child's teacher and you have this conversation, the teacher will then (with you) decide when diapers should be discarded and "underwear" can be attempted through the day. Several sets of underwear, pants, socks and shoes should be in their cubby or backpack for accidents. Two (2) accidents by your child in underwear will require them to be placed back into a diaper for classroom hygiene purposes. This is a simple guide - parents may discuss potty-training with the teacher or administration on a case by case basis.

Children (barring developmental/physical delays or issues) ***MUST BE FULLY POTTY-TRAINED and 3 YEARS OLD TO ENTER OUR PRESCHOOL PROGRAM.*** Nap time diapers are allowed and we are aware that an occasional accident will occur. Children who are not fully potty trained will remain in our Young Preschool room until full success at potty-ing is achieved. We discourage the use of PULL-UPS during the training process. If a parent chooses to use pull ups, STEM Academy requires them to be the kind with the Velcro sides. Please continue to use diapers throughout this time. NO one piece outfits, overalls, button pants etc. Children need to be able to freely pull their pants up and down to encourage independence.

PERSONAL POSSESSIONS

A soft cuddle animal, doll, or other security items can make the transition from home to school a bit easier. STEM Academy for Young Kids allows for and at times encourages such items to be brought to school. Children look forward to special days like "show and share". However, guns, bow/arrows, action figures, superhero, or other "projectile toys ARE NOT PERMITTED at the center. These types of toys can lead to rough play and in turn can create aggressive (though unintended) play which leads to unwanted situations. Also if your child is participating in a "show and share" activity, please make certain it is an item they are willing to share with their classmates. Brand new items, birthday/holiday gifts, should not be immediately shown as this can cause unnecessary anxiety in children not quite ready to share. Toys, in general should not be brought to the center to avoid conflict and envy.

EMERGENCY PROCEDURES

In the event we need to "shelter in place" we will use classrooms #6 & 8 or main hallway for a safe area. If we would need to evacuate the building our "SAFE PLACE OFF SITE" is the BIG CINEMA MOVIE THEATRE. Our staff, children, and administration would walk to the theatre and phone calls would begin immediately to parents and emergency contacts to prepare for pick-up of your child(ren).

TECHNOLOGY POLICY

We here at STEM Academy for Young Kids believe in and use technology. Children will be instructed on how to use laptops and desk tops and Smartboards. Children will have up to, but no more than 60 minutes of computer, Smartboard time during the course of the day. If computer time involves viewing a "movie, educational or cartoon clip" a permission slip will be sent home indicating what is to be viewed, why it is being viewed, and how long the piece will last. Parents are requested to sign off on this slip so they are aware of the intended use.

BABYSITTING AND OUR STAFF

We do understand the natural bond established with your child and their teacher. It is this bond that makes it a natural choice for a parent to ask for babysitting services. We do not have a problem with this request. However, STEM Academy for Young Kids accepts no responsibility for this AFTER HOURS request. We do not accept responsibility of employees while they are on their own time, away from the center. Parents may be required to sign a waiver form to this effect. If you, the parent, hire a staff member to work for you in a private setting and said employee resigns their position with STEM Academy in order to work for you privately, you the parent will be required to pay STEM Academy a \$1,500 finders fee.

WHAT DO I NEED TO BRING

INFANT PROGRAM

- ___ LABEL ALL ITEMS & DATE ALL BOTTLES AND FOOD
- ___ 1 FULL PACK OF DIAPERS AND 1 BOX OF WIPES
- ___ DIAPER CREAM (IF NEEDED)
- ___ BIBS
- ___ 3 EXTRA (SEASONALLY APPROPRIATE) SETS OF CLOTHING (INCLUDING SOCKS)
- ___ BABY FOOD AND SNACKS
- ___ PRE-MADE BOTTLES (ENOUGH ACCORDING TO YOUR CHILD SCHEDULE PLUS 1 EXTRA AS A BACKUP)
- ___ SIPPY CUP (if applicable)
- ___ PACIFIERS/BINKY (IF NEEDED)
- ___ 2) LITE BLANKETS AND (2) CRIB SHEET
- ___ SPOONS, FORKS, BOWLS, ETC
- ___ DIAPER BAG
- ___ FAMILY PHOTO

TODDLER PROGRAM (18mos)

- ___ LABEL ALL ITEMS & DATE ALL SIPPY CUPS AND FOOD
- ___ 1 FULL PACK OF DIAPERS AND 1 BOX OF WIPES
- ___ BIBS
- ___ 2 EXTRA SETS OF (SEASONALLY APPROPRIATE) CLOTHING (INCLUDING SOCKS)
- ___ STANDARD CRIB SHEET FOR COT
- ___ LITE BLANKET (REQUIRED BY LICENSING) FOR NAPPING
- ___ 3 SIPPY CUPS (BREAKFAST, LUNCH, & SNACK) IF NEEDED
- ___ DIAPER BAG OR TOTE BAG
- ___ LUNCH BOX WITH ICE PACK (IF YOU ARE PACKING LUNCH)
- ___ FAMILY PHOTO

PRESCHOOL PROGRAM (3yrs)

- ___ LABEL ALL ITEMS & DATE ALL FOOD
- ___ 2 EXTRA SETS OF (SEASONALLY APPROPRIATE) CLOTHING (INCLUDING SOCKS)
- ___ STANDARD CRIB SHEET FOR NAPPING
- ___ LITE BLANKET FOR NAPPING (REQUIRED BY LICENSING)
- ___ PULL UP (VELCRO ONLY) OR DIAPERS FOR NAPPING (IF NEEDED)
- ___ TOTE BAG OR BACK PACK
- ___ LUNCH BOX WITH ICE PACK (IF YOU ARE PACKING LUNCH)
- ___ FAMILY PHOTO

PRE-K AND KINDERGARTEN PROGRAM (4 & 5yrs)

- ___ LABEL EVERYTHING PLEASE
- ___ STANDARD SHEET FOR NAPPING
- ___ SWEATPANTS/SHORTS & SNEAKERS FOR YOGA AND GYM TIME
- ___ TOWEL FOR YOGA MAT
- ___ EXTRA SET OF CLOTHING (IN CASE OF POTTY ACCIDENT)
- ___ TOTE BAG OR BACK PACK
- ___ LUNCH BOX WITH ICE PACK (IF YOU ARE PACKING LUNCH)
- ___ FAMILY PHOTO