

CLASS PROCEDURES

I. Supplies Check List

- _____ Completed seasonally-appropriate change of clothing, **CLEARLY LABELED** with your child's name.

- _____ Mittens and hats or hoods in cold weather, **CLEARLY LABELED** with your child's name.

- _____ Bedding, heavy blanket and lightweight blanket places inside an old pillowcase. The pillowcase should be **CLEARLY LABELED** with your child's name; (these must be taken home and laundered each week)

- _____ Lunch, juice cup, bottles (no glass), and powdered formula or milk, **CLEARLY LABELED** with your child's name; (to be brought in and taken home daily). Childspace provides bottled water twice a day with snacks. If your child requires juice please pack it with the daily supplies.

- _____ Diapers, disposable or cloth. Please note that if you use cloth diapers, for sanitary reason, we will not rinse them. We will place them in a plastic bag to be taken home. All diapers, disposable or cloth should be **CLEARLY LABELED**, with your child's name. For disposable diapers it is easier to leave a large bulk supply, and staff will let you know when you are running out.

II. Drop Off

The center opens at 7:30AM. When you come in the morning, you will see two boxes on top of the cubbies. One for bottles and one for refrigerator foods. Please note that our refrigerator space is limited, so please only put food (**CLEARLY LABELED**) that must be refrigerated in the refrigerator box.

Please remember to sign in and out on our room sign-in-sheets.

Your child should have his breakfast at home before coming to Childspace; however, in emergency situations if s/he must eat breakfast at Childspace, s/he must arrive before 8:45 AM. Please pack finger foods so that staff may have free hands to check in other arriving babies.

III. **Diaper Log**

All diaper changes are logged in on the diaper chart near the bathroom. This is a check for us to ensure that your child has been changed. Feel free to look and see how many changes, wet and bowel movement your child has had during the day.

IV. **Nap Log**

We long in the time your child goes down for a nap and the time s/he wakes up. Generally, we try to work with existing schedules for infants; and try to put toddlers down after lunch.

V. **Activity Notes**

We will write notes as often as time permits to let you know about your child's time with us. Sometime these will individual notes to parents and sometimes general classroom activity reports.

VI. **Accidents**

Though we are very cautious, occasionally children do fall, or injure themselves in other ways. We will tell you of any such occurrences and an incident report is always filled out at the time of injury. It is imperative that your child's consent form is checked and signed if you would like us to provide emergency medical care.