



Room to Bloom
Preschool & Learning Center

Half Day & Full Day Preschool
Parent Handbook
2023-2024

Located in:
The Stillwater Area Community Center
19 Palmer Street, PO Box 536
Stillwater, NY 12170
(518)664-2515

Table of Contents:

Welcome Letter.....	page 1
Meet the Staff.....	page 2
General Info/Code of Conduct.....	page 3
Tuition & Fees and Attendance Policies.....	page 4
School Calendar and Center Closures	page 5
Parent and Contact Information	page 6
Safety & Security Procedures	page 7
Illness Policy.....	page 9
Half Day Preschool/Pre-K Daily Schedule.....	page 11
Half Day Preschool: What to Expect.....	page 12
Full Day and Half Day: Skills We Learn.....	page 14
Full Day and Half Day Curriculum & Skills.....	page 15
Full Day Daily Schedule	page 16
Full Day: What to Expect	page 17
Themes We Will Learn About	page 18
Half Day 3's/4's/Pre-K Supply List	page 20
Full Day 3's/Mix/Pre-K	page 21
Any Time Donations	page 22

A Letter from Room to Bloom Teachers and Staff:

Dear Bloomers and Room to Bloom Families,

Welcome to Room to Bloom Preschool & Learning Center! We are delighted that you will be a member(s) of our forever family. Room to Bloom Preschool & Learning Center is a New York State Child Care Facility licensed through the Office of Child and Family Services. RTB was created in 2012, starting out as a half-day preschool program and a before and after school, school age program. Since then, we have expanded into 1 Half-Day Classroom (offering 3's/4's/Pre-K Classes), 3 Full Day Classrooms (3's/Mix 3/4/Pre-K) and Before and After School Programming.

We know what it means entrusting your child's care, nurturing and education to someone else, and we thank you sincerely for trusting us, the Room to Bloom teachers & staff. It is an honor to guide your children into becoming the creative, bright individuals they each have the potential to be.

It is our philosophy that each child is unique, and we will try our best to guide them to learn and express themselves in a way suited to their individual needs. We believe the key to a child's unlocking a child's potential is a teacher who cares and teaches from the heart.

We look forward to working alongside your child/ren and family. We hope to encourage their love of learning and help them bloom into their greatest potential.



We look forward to blooming with you,
Room to Bloom Teachers & Staff

Meet Our Staff:



Justin Macfarlane
Community Center Director



Brittany Patenaude
Interim
Childcare Director



Miss Tina
Half Day Preschool
Cherry Blossom Room
Lead Teacher



Miss CarolAnn
Full Day 3's
Forget-Me-Not Room
Lead Teacher



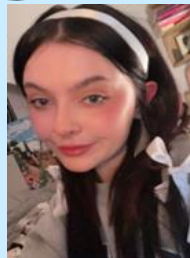
Miss Felisha
Full Day Preschool 2
Sunflower Room
Lead Teacher



Miss Maddie
Full Day Pre-K
Poppy Room
Lead Teacher



Miss Tammy
Half Day Preschool
Cherry Blossom Room
Assistant Teacher



Miss Hadyne
Full Day Preschool
Forget-Me-Not Room
Assistant Teacher



Miss Priscilla
Full Day Mix
Sunflower Room
Assistant Teacher



Miss Lacey
Full Day Pre-K
Poppy Room
Assistant Teacher



Mr. Nick
School Age Coordinator
Water Lily Room
RTB Substitute



Miss Michele
School Age
Counselor/ RTB Aide



Miss Gianna
School Age Counselor/
RTB Aide



Miss Daisia
RTB Substitute

General Information:

Disclaimer: It is the parents' responsibility to read and follow the rules and guidelines in the general info section. If you do not understand something, don't hesitate to contact one of the Room to Bloom teachers or Administrators for further explanation. Thank you for your understanding.

Room to Bloom's Mission Statement:

Room to Bloom encourages children to learn and grow by providing a foundation of developmentally appropriate experiences where all children will succeed in a safe and nurturing environment. Our belief is that each child is a unique individual with varied interests, needs, and learning styles. We at Room to Bloom believe in bridging the gap between home and school through open communication and involvement of family and community members. We look forward to establishing lasting relationships with each & every family!

Code of Conduct:

It is our policy here at Room to Bloom Preschool & Learning Center that we provide a safe, learning environment. It is our job as childcare providers and educators to make sure each & every child in our care has the ability to develop the skills to effectively communicate and express themselves in a safe and productive way. If an occurrence arises where your child needs to be removed from the program for being unsafe towards another child or staff member, you as a parent, have 90 minutes to make arrangements to pick up your child up from care.

It is because we provide childcare & education in a group setting, we must be concerned for the welfare and safety of all children and staff. If needed, we will act when a particular child or parent's behavior threatens the safety of, or becomes abusive toward, the other children, parents, or center staff.

The Center Director along with the Childcare Director, will evaluate the severity of the issue or behaviors and will determine the most appropriate plan to follow.

If the behavior/issue has reached the point of a child being dismissed from program for the day, the child will be asked to stay home for the following day and may return to school after 24 hours of dismissal day.

We will exhaust all resources and services, but be advised that disenrollment or termination could result, with or without notice.

Our Tuition Fees:

Full Day Programs

3's Classroom Forget-Me-Nots	5 days 225.00/week
Mix Classroom Sunflower Room	5 days 225.00/week
Pre-K Classroom Poppy Room	5 days 225.00/week

Half Day Programs Cherry Blossoms

Half Day 3's Classroom Tues & Thurs	Per Month 160.00/month
Half Day 4's Classroom Mon, Wed, Fri	Per Month 210.00/month
Half Day Pre-K Classroom Mon - Fri	Per Month 300.00/month

Please note that space is limited in our classroom; we reserve the right to limit the amount of part-time spaces available.

All Full Day and Half Day Programs have an annual \$50.00 Non-Refundable, Registration Fee

Attendance Policy:

If your child is sick and/or will not be attending program as regularly scheduled, please contact the Childcare Director to discuss what the tuition payment would be. It's important to remember; You are not only paying for services provided, but you are also paying for your child's position in the classroom.

If your child is sick and cannot attend due to our sickness policy exclusions: you will be responsible for paying at least half of your regular payment.

If your child is going to be absent, please contact your child's teacher or the Childcare Director either by phone or email to let us know.

As a Room to Bloom family, you are given one free week of Vacation Time where you are not responsible for payment. This must be used as a Vacation and your child must not be in attendance for the week this time is used. A 2-week notice must be given to the Childcare Director, so that your payment schedule can be adjusted.

Contact Information:
Interim Childcare Director
Brittany Patenaude
(518)664-2515 ext. 223
brittany@sacc.online

Payment & Fees Policy:

- ⊗ **Tuition:**
 - Full Day students is due the Friday before care every week.
 - Half Day students is due the first class of the month.
 - ⊗ You are allowed a one-week tuition free vacation with no payment required as long as a 2 week notification is given. If your child will be out due to a vacation and/or illness, please discuss with the **Director; your payment may vary.**
 - ⊗ **Checks** can be made payable to **SACC** (Stillwater Area Community Center) Please include the classroom & dates/month the payment is for on the memo line
 - ⊗ If paying with **cash**, place the cash in a sealed envelope with the child's first and last name on the front. Please stop by the main office to drop off payment.
 - ⊗ **If your tuition balance exceeds 2 weeks (Full day students) or 1 month (half day students) of no payment for services rendered, this will result in a notification from main office for suspension of care until the balance is paid in full.**
 - ⊗ Difficulty with your payment should be addressed with the Director **before** the Friday that tuition is due.
 - ⊗ Notification of withdrawing your child **must** take place **one month before** planned withdrawal date with a written notice.
 - ⊗ We offer a sibling discount of 20%
- ⊗ School Year Hours (September–End of June) 6:30am– 6:00pm
Summer Hours (July–August) 6:30am– 5:00pm

We kindly ask parents to be considerate of preschool hours.

For Full Day Students, please do not drop your child off any earlier than **6:30 am** when the center opens and please be prompt at pick up time.

For Half Day Students: Morning Session begins at 8:30 am and pick up is 11:15am
Afternoon Session begins at 12:00 om and pick up is 3:00 pm

If parents are more than 15 minutes late picking up their child, they will be subject to a \$5 late fee. Any time after the first 15 minutes, a \$1.00/minute fee will be added onto the \$5.00.

School Calendar & Closures:

Room to Bloom **Full Day** and **Half Day** Preschool/ Pre-K Classrooms follow the Stillwater Area Community Center calendar. Holidays, vacations, snow days, and any other days off all coincide with Stillwater Area Community Center calendar.

The SACC Holiday/Shut Down Closures Schedule is as follows:

- Labor Day: Monday 9/4/2023
- RTB Professional Development Day: Tuesday 9/5/2023
- RTB Professional Development Day: Monday 10/9/2023
- RTB Professional Development Day: Friday 11/10/2023
- Thanksgiving Recess- Thursday 11/23/2023 & Friday 11/24/2023
- Christmas Eve (observed) & Christmas Day- Friday 12/23/2023 & Monday 12/25/22
- New Year's Eve (observed) & New Year's Day: Friday 12/29/2023 & Monday 01/01/2024
- Martin Luther King Jr. Day- Monday 01/15/2024
- President's Day- Monday 2/19/2024
- Good Friday- Friday, 3/29/2024
- Memorial Day- Monday, 5/27/2024
- Juneteenth- Wednesday, 6/19/2024
- Independence Recess: Thursday, 7/4/2024 & Friday 7/5/2024
- Room to Bloom & Learning Center Shut Down- 8/26/2024-8/30/2024
- Labor Day- Monday, 9/02/2024

Severe Weather Notices:

- ⊗ If SACC closes for inclement weather, RTB is closed.
- ⊗ If SACC has a one-hour delay, RTB will have a one-hour delay.
- ⊗ If SACC has a two-hour delay, RTB will have a two-hour delay.
- ⊗ If there are severe storm/tornado warnings, children will be moved to the gymnasium away from windows.
- ⊗ If there is a need for us to evacuate the Stillwater Area Community Center, our emergency relocation destination is the Stillwater United Church (across the street) or Stewart's on Major Dickinsen Ave. Parents will be notified if such an event should occur.

For any center closures or delays, please tune into local news stations and/or check our center's or RTB's facebook pages for any announcements. They will be listed under the Stillwater Area Community Center.

Parent Information:

For our **Full Day Classrooms**: Outside of each classroom you will find a parent information board. This board contains the monthly menu, any announcements being made, newsletters and a calendar of the classroom event. Our **Half Day Classes** will have a monthly calendar and newsletter sent home.

Your children will be sent home with any important notes, newsletters, etc. in their take home folders; these folders will be placed in their bags at the end of the day/class for you to take home and please return them school the next **day/class** in the **folder holder/their bag**.

Family Information:

Please keep us informed of any personal changes such as new phone numbers, change in address, if family members enter or leave the home, deaths in the family including family members, friends, or pets. These instances could have an impact on the child's behavior in the classroom. As always, your information will be confidential. We would just like to have an idea on how to handle any changes your child may be experiencing.

*If there is a change in phone number, address or emergency contact please make sure to notify the teacher or director. Another Blue Card will be provided so you can update the information.

Contact Us:

You can contact us anytime throughout the school day, please keep in mind that we may be busy teaching, leave a message and we will get back to you as soon as we can, you can also send an email or message through the remind app for each classroom.

The Stillwater Area Community Center:

Phone: (518)664-2515 Fax: (518)664-3590

Stillwater Area Community Center Director: Justin MacFarlane: Ext. 210 or email: justin@sacc.online

Interim Child Care Director: Brittany Patenaude: Ext: 223 or email: brittany@sacc.online

Room to Bloom Teachers:

Full Day 3's/ Forget-Me-Nots (Carol Ann Moriarty) Classroom Ext. 215 or

email: roomtobloomcarolann@yahoo.com

Full Day Mix/ Sunflowers (Felisha Morgan) Classroom Ext. 236 or

email: roomtobloomfelisha@gmail.com

Full Day Pre-K/ Poppies (Maddie Bryant) Classroom Ext: 231 or

email: roomtobloomaddie@gmail.com

½ Day Preschool/ Cherry Blossom (Miss Tina) Classroom Ext: 212 or

email: roomtobloomtina@yahoo.com

Safety and Security Procedures:

Entry into the Building:

To maintain the safety and security of the children and staff of the center, the doors to our building remain locked during Room to Bloom Preschool and Learning Center's hours. When entering the building, please use the South Entrance, which is the Main Entrance of the building (the one with the "19" above it). At this door you will find a doorbell. Please ring this doorbell and wait to be let in. Someone in the main office will see you on camera, and once identified will let you in. If someone in the main office does not recognize you on camera, they will speak through the doorbell device.

If someone other than a parent or guardian will be picking up your child, please notify the teacher or main office. They will need to have photo identification with them, they will be ID'd by a staff member.

Half-Day Preschool Parents: You will drop your child off to Miss Tina and Miss Tammy at the North Entrance (closest to the bus garage) for their class. Your child will be dismissed from the same door when class is over.

Fire Drills and Emergency Drills:

As a safety precaution, fire drills take place in the Community Center once every month as a whole center. In the fall, we will have a fire safety unit where we will learn the importance of fire safety and have a visit from a local fire department.

We also have two Emergency Drills each year (As mandated by OCFS). Parents are notified after these drills are performed to keep everyone informed. This allows parents the opportunity to discuss these events at home. These drills take place to keep everyone safe and sound in the event of an actual emergency.

Field Trips:

All field trips are within walking distance of the Community Center. If a classroom is planning a field trip, notification will be sent home prior to the trip.

Some Places We Could Visit Would Be:

- ⊗ Major Dickinson Children's Park
- ⊗ Blockhouse Park
- ⊗ Library
- ⊗ Splash Pad at Legion Fields
- ⊗ Neighborhood Walks
- ⊗ Post Office

Illness Policy:

The illness policy of Room to Bloom Preschool is strictly enforced and followed. The policy is in place for the protection and well-being of all children, their families, and our teachers. We cannot stress enough that Room to Bloom **must** have at least **two contact names/numbers in case your child becomes ill during preschool hours.** The contact names and numbers should be listed on your child's Blue Card.

•Children with mild colds or allergies are welcome to attend if they can comfortably participate in the day's activities.

•If you are notified by your child's teacher that your child is running a temperature or needs to be dismissed from school; you have up to 90 minutes to arrange/pick your child up from school.

We Kindly Ask to Keep Your Child Home If They Are Exuding One or More of These Symptoms:

- ⊗ The child is too ill to participate in the program activities.
- ⊗ Illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children/staff.
- ⊗ An acute change in behavior- including lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing or having a quickly spreading rash.
- ⊗ Has a fever of 100 degrees Fahrenheit or greater or had one in the past 24 hours (they will be able to return to school once they are 24 hour fever free **without medication (Tylenol/ Ibuprofen)**).
- ⊗ Has an upset stomach or had one in the past 24 hours including diarrhea and vomiting. Child will be sent home after one vomiting occurrence or one loose stool, child can return once the disturbance has passed). Child must be 24 hours free of disturbance.
- ⊗ Strep Throat: Child must remain out of program until 24 hours after treatment has started.
- ⊗ Has active tuberculosis, until your child's doctor states in writing that your child may return to program.
- ⊗ Has any type of mouth sores: child's doctor must state in writing that the child is not infectious.
- ⊗ Has an ear infection (child may return 24 hours after medicine has been prescribed by a physician and child has had a full dose).
- ⊗ Has heavy nasal discharge.
- ⊗ Has discharge in eyes.
- ⊗ Has persistent or perpetual cough/difficulty breathing.
- ⊗ Has intestinal disturbance.
- ⊗ Has symptom of a possible communicable disease (chicken pox, measles, pink eye, influenza, etc.).
- ⊗ A rash of any type located anywhere on your child. If a child is sent home with a rash, a note from the doctor stating they are not contagious must be received in order for your child to return to program.
 - Scabies: until treatment has been given.
 - Chicken Pox: until all lesions have dried or crusted (typically 6+ days after onset rash).
 - Rubella: until 6 days after rash appears.
 - Pertussis: until 5 days of appropriate antibiotic treatment.
 - Mumps: until 5 days after onset of parotid gland swelling.
 - Measles: until 4 days after onset rash.
 - Hepatitis A Virus Infection: until the child is approved by the health care provider to return to the program.
 - Impetigo: until treatment has been started.

Head Lice Policy:

- It is not uncommon for a child to be exposed to lice in a large group of children. If a nit is found in your child's hair, the parent will be contacted immediately.
- We strongly suggest that the child and anyone in the family be treated and have the nits pulled or combed out of their hair.
- Another treatment should be applied seven days later.
- Your child may return to school after the first treatment.
- As parents, it is your responsibility to notify the teachers if lice are found. This is the only way to keep from infesting others and we can properly execute the steps needed to keep everyone at their best.

Allergies:

- ⊗ If your child has any type of significant allergy (food allergy, bee allergy, etc.), it is vital that the teachers are informed. It is the responsibility of parents to notify staff of any allergies and update information when any changes occur.
- ⊗ We cannot provide the use of an Epi-Pen without a medical release prescribed by a physician.

We are not a MAT Certified Program

- We can only administer Emergency Medication (Epi-Pen, Nebulizer, etc.) when needed.

Non-Medication Ointments/Sunscreen

- This includes over the counter topical ointments, lotions & creams, sprays, including sunscreen products and topically applies insect repellent.

Our program needs to have parent permission to apply any TO/S/R

- A non-medication consent form will be provided to you to fill out and return to school.
- Any over the counter TO/S/R will be applied in accordance with the package directions for use. If the parent's instructions do not match the package directions, the program will obtain health care provider or authorized prescriber instructions before applying the TO/S/R.
- All over the counter TO/S/R must be kept in its original container. All child specific TO/S/R will be labeled with the child's first and last names.
- All leftover or expired TO/S/R will be given back to the child's parent for disposal.
- All over the counter TO/S/R applied to the child during program hours will be documented by the teacher or staff member.

Half Day Daily Schedule:

Cherry Blossom Classroom

3- & 4-Year-Old Classes:

- 8:30-8:45 am: Arrival and small motor activities/Academics
- 8:45-9:00 am: Bathroom time/Sharing Time
- 9:00-10:10 am: Free play and craft time
- 10:10-10:20 am: Clean up
- 10:20-10:40 am: Large motor activities
- 10:40-11:00 am: Snack time
- 11:00-11:15 am: Story time and songs
- 11:15 am: Dismissal

Pre-K Class:

- 12:00-12:30 pm: Arrival and Academics
- 12:30-12:45 pm: Bathroom Time/Sharing Time
- 12:45-1:45 pm: Academics/Craft/Free play
- 1:45-1:50 pm: Clean Up
- 1:50-2:10 pm: Large Motor Activities
- 2:10-2:30 pm: Snack Time
- 2:30-2:45 pm: Story Time & Songs
- 3:00 pm: Dismissal

What To Expect **Half-Day** Preschool/Pre-K

Arrival and Departure Procedures:

During arrival time, the teachers will meet you at the door at the north entrance. (This is **not** the main entrance of the building). They will sign your child in, and once the whole class has arrived, they will bring them up to the classroom to start their day. Your child will hang their belongings in their cubby and bring their folder and water bottle into the classroom with them. If you are running late or dropping off your child after the class has moved up to the classroom, please ring the doorbell at the main entrance. Someone will buzz you into the building and you will proceed up to the classroom to drop off your child.

- There is time at drop off if there is a matter that would need to be quickly discussed; otherwise, if there is a serious matter that needs privacy, email or the REMIND app is the best way to communicate. If needed, we can set up a time for a meeting.

During departure time, the teachers and your child will meet you at the same door you dropped your child off at. They will wait for you to park, cross the parking lot, and come to the door before they sign your child out and release your child. If someone different is picking your child up from school, please make sure they are listed on either your paperwork or Blue Card. If they are not, please make sure you touch base with Miss Tina or Miss Tammy of who will be picking up your child.

*If someone different other than a parent/guardian will be picking up your child from program, please make sure that you notify your child's teacher and/or Childcare Director. This person must be an adult (at least 16 years of age) and present photo identification upon pick up.

Sharing Time: Sharing time jump starts our day. During this time, we discuss activities that will be carried out over the course of the school day. Also, this is when children have the opportunity to share stories, choose what they would like to do for their class time and go over our calendar and weather chart.

Free Play/Centers: During this time, children interact with one another, play with toys, draw at the easel, and participate in the craft of the day.

Show and Tell: Each month, beginning in November, each child is given the opportunity to bring in an item from home to share at show and tell. Show and tell items should be able to fit in the child's backpack for easy transportation. Please, no blankets. The 3's class is scheduled for the first Thursday of each month and the 4's/pre-k are scheduled for the first Friday of each month.

Half-Day Snack Time:

***Notice: Room to Bloom Half-Day Classroom is a nut free room.**

All parents are asked not to bring in any foods that contain nut products. Please read labels carefully before bringing snacks to school.

If your child has a nut/dairy allergy, please feel free to also keep a snack in your child's backpack during holiday parties/birthday celebrations. Each family will provide their child with his/her own snack as well as a drink.

A refillable water bottle is best. Please be sure to label the bottom of the bottle with your child's name.

*When we celebrate a child's birthday/holiday, you may provide a prepackaged snack for the entire class such as cupcakes, cookies, brownies, ice cream cups etc.

Fine Motor: (Small Motor) At this time children participate in activities such as drawing pictures, writing their letters, writing their names, cutting with scissors, manipulating play dough or writing in their journals.

Gross Motor: (Large Motor): This is a time when we can get our wiggles out. This time includes playing games, in the gym or the classroom. We will also take nature walks and play on the playground when time and weather permits.



Full Day Classes & Half Day 3's, 4's Pre-K

Skills We'll Learn:

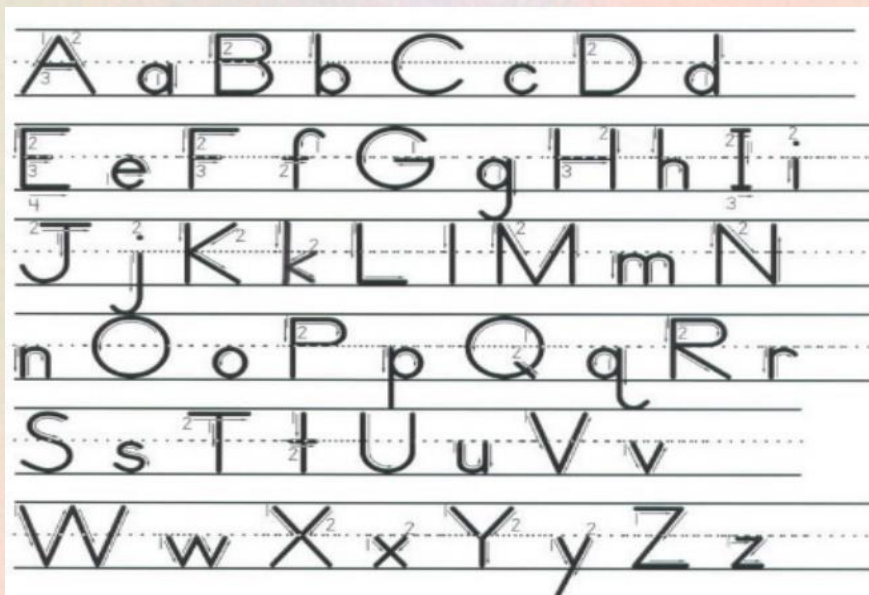
Activities that develop small motor:

- Tong Activities (children can use tongs to stack blocks or move small objects from one container to another)
- Tearing paper into small pieces
- Squeezing water out of squirt toys
- Using clothespins
- Manipulating playdough

Proper Use of Scissors: Children's wrist should be positioned so the thumb is turned "upward." Their other hand should be holding the paper also with their "thumb up." *We encourage parents to sit down with children at home to practice using scissors as well.

Learning to Write:

- Children will begin holding a pencil correctly. The pencil rests on the first joint of the middle finger with the index finger holding the pencil in place.
- Letter recognition is key in learning to write their name. Children will trace their name. With repetition of this, they will be able to write their first and last names correctly. A yellow highlighter is great for tracing. The following picture shows the correct way each letter and number should be written.



Our Full Day & Half Day Preschool Curriculum:

Our curriculum is a blend of the High Scope Method and the Creative Method. We feel providing children with a variety of learning techniques allows children to develop their language and cognitive learning and promotes independence, curiosity, creativity, and problem solving:

⊗ **Life Skills**

- Positive self-image
- Independence and self-reliance
- Manners
- Healthy relationships with friends, family, etc.
- Gender, address, phone number, 1st and last name, birthday, etc.
- Imaginative and interactive play

⊗ **Language Arts and Writing**

- Letters and their sounds
- Phonetic awareness (Heggerty)
- Fine motor and handwriting skills
- Identify, write and spell name
- Upper- and lower-case letters

⊗ **Social Studies and Community**

- Learn about themselves, friends and families
- The neighborhood
- Community jobs (teachers, police, firefighters, doctors, etc.)

⊗ **Outdoor Play/Large Motor**

- Large motor skills
- Coordination
- Social Skills

⊗ **Fine Motor**

- Develop control of hands and fingers
- Pincer control (picking up small objects)
- Cutting with scissors, proper pencil grasp, stacking objects, etc.
- Lacing, tracing, and writing skills

⊗ **Mathematics**

- Concepts of shapes, colors, sizes, patterns, sorting, numbers, and measuring

⊗ **Science and Nature**

- Exploring the outdoors on nature walks
- Planting seeds in the community garden
- Seasons/Weather and Science Experiments

Full Day Daily Schedule:

(subject to change to meet classroom needs)

6:30 - 8:00am- Arrival, Morning Centers and individual activities- Children chose what they would like to play with (focusing on fine motor, math and literacy)

8:15am- Breakfast/snack and read around the room/Bathroom Break

9:00am- Circle Time/Conversation Time: Calendar, Days of the week, Weather, story, songs, finger plays, talk about letter, number, color, shape of the week

9:30am- Small Group Work: Focusing on handwriting and fine motor skill work/cooking activity, sensory play

10:30am- Arts and Crafts/ Learning Centers

11:00am- Outside/Gym Time focusing on Gross Motor Activities

12:00pm- Lunch/Bathroom Time

1:00pm- Rest Time

2:30pm- Quiet Activities and Bathroom Break

2:45pm- Snack and Story time

3:00pm- Afternoon Circle/Class meeting, class sharing

3:30pm- Outside/Gross Motor Activity

4:30pm- Child's Choice: children choose what they would like to play with

5:30pm- Afternoon Centers: dramatic play, blocks, table activities, etc.

6:00pm- Center Closes

*We strongly urge your child to be here by 9:00 am to benefit the most from our very busy schedule.

What To Expect Full Day Preschool

Arrival and Departure Procedures:

During arrival time, you will ring the doorbell located on the right-hand side of the main door (Our building remains locked during childcare hours). Once recognized, you will be buzzed into the building and proceed up the stairs to your child's cubby. Please assist your child in hanging up his/her belongings in their designated space, place lunchbox and folder on top of the cubby and have your child bring their water bottle into the classroom with them. Once inside the drop off classroom (this may vary depending on the teacher who is opening the classroom) your child will be signed in on the attendance sheet. It is very important to sign your child into the program.

If you drop off your child after 8:15 am, please check their classroom first as most classes have begun to start their daily class schedule during this time.

During departure time, you will ring the doorbell located on the right-hand side of the main door (Our building remains locked during childcare hours). Once you are buzzed in, proceed upstairs to your child's classroom. Be sure to sign your child out on the attendance sheet and gather your child's belongings. Teachers may have already placed your child's belongings in their backpacks for you.

If you are picking up your child after 3:30 pm, please check their classroom first, most classes have begun to combine with the other full day classrooms.

*If someone different other than a parent/guardian will be picking up your child from program, please make sure that you notify your child's teacher and/or Childcare Director. This person must be an adult (at least 16 years of age) and present photo identification upon pick up.

*Please make sure your child does not bring any toys from home into the classroom. We have more than enough toys and will not be responsible for toys that are broken or misplaced.

Circle Time/Conversation Time:

Circle time is where we jump into our busy day. This is the time of day where the teachers can discuss the calendar, days of the week, the weather, the theme the class is working on, letter, shape, color, and number of the week. It is also a time to read a story, sing songs, and learn poems, rhymes, and finger plays. This time of the day is all about having a discussion between the teachers and the children. The teachers and children can ask/answer questions, share stories and other exciting news.

Centers and Activities throughout the day:

During this time children are working on themed activities around the room. Here they are working in small groups and are focusing on theme, letter, number, shape or color activities. This is also the time that they will be working on arts & crafts, cooking, science experiments and sensory play. Children will also be working on developing their fine motor skills.

Rest Time/Quiet Time:

Every day each full day classroom will have a state mandated rest/quiet time. This is where each child is provided with the opportunity to rest their minds and bodies. Each child is provided with their own rest mat. We ask that you supply a crib sheet, blanket, and travel sized pillow for this time. These items should be brought in a reusable shopping bag to help with the storage and transportation of the items.

The reusable shopping bag full of rest time items will be sent home every Friday for cleaning/washing and must be returned on Monday.

Each child is asked to rest their body; they are not required to sleep. Each child is asked to rest their bodies and minds for 20 minutes, if after that time your child is awake, quiet activities will be provided for the remainder of rest time.

Gross Motor Play

Each classroom will have time in their daily schedule to utilize the playground or one of our gymnasiums to allow children the opportunity to run, stretch and get their wiggles out! Teachers often use this time to play listening games, parachute play or to even hold a dance party.

Full Day Snack & Lunch Times:

Room to Bloom Full Day Preschool/Pre-K Classrooms will be providing your child with a morning snack and an afternoon snack. Morning snack will be served approximately at 8:15-8:30 am. If you bring your child to school after this time, please make sure they have eaten something beforehand.

Room to Bloom does not serve lunch. You must send your child in with a packed lunch. Please make sure there is nothing packed that needs to be made or heated. Teachers do not have access to a microwave or other heating device.

An afternoon snack will be provided to your child. Snack is served after rest time. A menu can be found in your child's folder. If there is a snack that your child does not like, you are more than welcome to send in snacks along with their lunch.

Special Celebrations:

•Notice: Room to Bloom Preschool teachers and staff will notify you if there are any food allergies in the classroom.

When it's a child's birthday, they are allowed to bring in a special birthday snack for the class to share such as cupcakes, cookies, etc. Please make sure all items sent in are pre-packaged, if not, please provide an ingredient list so the teachers can make sure it's safe for all students to consume.

Some Themes We Will Learn About: (Full & Half Day)

(subject to change)

All About Me	Apples
Community Helpers	Fire Safety
Change of Seasons	Pumpkins
Friendship	Turkey Fun
Christmas	Hannukah/Kwanzaa
Snowmen	5 Senses
Feelings & Emotions	Dental Health
Dr. Seuss	Dinosaurs
Transportation	Ocean Life
Pond Life	Earth Day/Recycling
Solar System	Gardening
Camping	Bugs & Insects
Mother's/Father's Day	Shamrocks & Rainbows
Farm Life	Halloween
Mad Science	Flowers

And Much, Much More!

Some Fun Classroom Things:

- ⊗ Visits with Ms. Carol: Ms. Carol from the Stillwater Library joins us one morning each week with plenty of stories, songs, and silly dances.
- ⊗ Visit from Arvin Hart Firefighters during Fire Safety Month
- ⊗ Visit from the Dentist during Dental Health Month
- ⊗ Visit with local Police/Saratoga Sheriff Department

Half Day Preschool/Pre-K Supply List

Cherry Blossoms

(Miss Tina)

- Large Backpack
- Sneakers
- Safety Scissors
- 2 boxes of crayons (24 count)
- 4 Glue Sticks
- 1 Box of Colored Pencils
- Tissues
- Pencil Box
- 2 Plastic Folders
- 2 Boxes of Thin Markers
- Ticonderoga Pencils
- A Family Photo
- Extra Clothes in a sealed bag
- 1 eraser
- Water bottle (labeled, will go home with them)

Full Day Classroom's Supply List

(Miss Carol Ann/ Forget-Me-Nots , Miss Felisha/ Sunflowers
& Miss Maddie's/Poppies Classes)

- A Lunch Box: with a Lunch packed daily (nothing that needs to be cooked or heated please)
- Family Photo: to be hung on the Family Tree in the Classroom
- Extra Clothes: Please make sure there is (at least) an extra set of weather appropriate clothing including underwear, socks, and shoes in your child's cubby.
- Rest Time Bedding: In a reusable shopping bag please supply your child with a crib sheet, blanket and travel sized pillow. These items will be stored in the bag and will be sent home on Friday and return to school on Monday.
- Water Bottle: labeled with your child's name
- Pencil Box: One that snaps shut
 - 2 Boxes of Broad Tip Markers
 - 1Box of Fine Tip Markers
 - 3 boxes-24 count Crayons
 - 6 Glue Sticks
 - 1 Pack of Expo Markers
 - Pair of Fiskars' Scissors
 - 1 Pack of Highlighters
 - 1 Pack of Colored Pencils
 - 2 Bottles of School Glue
 - 1 Inch Binder
 - 60 Sheet Protectors

2 Boxes of Tissues: Any brand

Full Day and Half Day Any Time Donations:

- Ziploc Bags (Any Size)
- Baby Wipes
- Clorox/Lysol Wipes
- Paper Plates
- Paper Bowls
- Paper Cups
- Plastic Spoons
- Plastic Forks
- Lysol Spray
- Paper Towels
- Napkins
- Stickers
- Hand Sanitizer

We Are So Appreciative of Your Kindness & Generosity!