



The Stillwater Area Community Services Center's
Room to Bloom Preschool & Learning Center
Parent/Guardian Handbook
2025-2026

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A Letter from Room to Bloom Teachers and Staff:

Dear Bloomers and Room to Bloom Families,

Welcome to Room to Bloom Preschool & Learning Center, operated and run by The Stillwater Area Community Services 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 Children 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 (Buds), AM 3/4 (Sprouts), and PM 3/4 (Blooms) Classes), 3 Full Day Classrooms (3's, 3/4's, and Pre-K Classes and 1 Before and After School Program.

We know what it means entrusting your child's care, well-being and education to someone else, and we thank you sincerely for choosing us. 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 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 the Room to Bloom Teachers & Staff

Justin MacFarlane
Community Center
Administrator



Brittany Patenaude
Interim Childcare
Director



Cherry Blossoms Half Day Program



Tina Ritter



Tammy McNeil

Forget-Me-Nots Full Day 3's Program



Carol Ann Moriarty



Hadvnne Patenaude

Sunflowers Full Day 3 & 4's Program



Felisha Morgan



Amanda Phillips

Poppies Full Day 4 & 5's Program



Madelyn Bryant



Priscilla Callahan



Nick DeMarco
Waterlilies
School Age
Coordinator/Floater



Carol Cary
Substitute

General Information:

Disclaimer: It is the responsibility of the parent(s) to read and follow the policies and procedures of Room to Bloom Preschool & Learning Center. We have included them in this handbook for you to refer to. If you do not understand something, please 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 can 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 RTB 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 and 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 needed, we will act when a particular child or parent's behavior threatens the safety of, or becomes aggressive 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.

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 an occurrence arises where your child needs to be removed from the program for being unsafe towards another child or staff member (i.e. excessive hitting, screaming, throwing items, biting, etc.), you as a parent, will be contacted and will have 90 minutes to make arrangements to pick up your child up from care. Below are the steps that will be taken if an event should arise.

- If the behavior/issue has reached the point of a child being dismissed from the 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. The incident will be documented and kept on file.
- If your child needs to be removed from the program twice within a 30 day window, your child will be dismissed from the program for the day, the child will be asked to stay home for the following day and may return after 24 hours of dismissal day. A parent/teacher conference will also be set up. This incident will be documented and kept on file.
- If your child needs to be removed from the program 3 times within a 30-day window, Administration will determine the next step of action.

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

Our Tuition & Fees:

Full Day Programs

Classroom/Program	Tuition
3's Classroom Forget-Me-Nots	\$230.00/week
3/4's Classroom Sunflowers	\$230.00/week
Pre-K Poppies	\$230.00/week

Half Day Programs

Cherry Blossoms	Tuition
3's Classroom Cherry Blossoms- "Buds"	\$180.00/month
3/4's Classroom- Morning Class Cherry Blossoms- "Sprouts"	\$230.00/month
3/4's Classroom- Afternoon Class Cherry Blossoms- "Blooms"	\$230.00/month

Please note that space is limited in our classrooms; we reserve the right to limit the amount of part-time positions 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 your child's teacher to notify them of your child's absence.

- ☎ IF your child is sick and will not be attending program as regularly scheduled and will be out for an extended period of time, please contact the Childcare Director to discuss tuition payment.

It is important to remember; You are not only paying for services provided, but you are also paying for your child's position in the program.

If your child is a member of our Full Day Programming (only), you are given one free week of Vacation Time to be used during the school year (September-June), where you are not responsible for tuition 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 for the Interim Childcare Director:

Brittany Patenaude

(518)664-2515 ext. 223 or brittany@sacc.online

Payment & Fees Policy:

☼ Tuition

- Full Day students are due the Friday before care every week.
- Half Day students are due the first class of the month. (RTB Half Day is based on a ten-month schedule September-June. A full month's tuition is due both in September-June)
- ☼ Full Day Students are allowed one week tuition free vacation (during the months of September-June) with a 2-week notification.
- ☼ If your child will be out due to a vacation and/or prolonged illness, please discuss with Childcare Director; your tuition payment **may** vary.
- ☼ Checks can be made out to SACSC (Stillwater Area Community Services Center) Please include the classroom/program and dates/month the payment is for in the memo.
- ☼ If paying with Cash, please put the cash in a sealed envelope with the child's first and last name along with the dates the payment is for on the front or stop by the main office and pay in person.
- ☼ 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 the main office for suspension of care until the balance is paid in full.
- ☼ Difficulty with your payment should be addressed with the Childcare Director before the Friday that tuition is due.
- ☼ Notification of withdrawing your child must take place one month before the planned withdrawal date with a written notice.
- ☼ We offer a 20% sibling discount

☼ School Year Hours of Operation (September-June): 6:30 am-5:30 pm
Summer Hours of Operation (July-August): 6:30 am-5:00 pm
We kindly ask parents to be considerate of the hours of operation

For Full Day students, please do not drop off your child 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 pm and pick up is 2:45 pm

Late Fee Policy:

If parents arrive after closing hours, they will be charged a late fee. This is a fee that needs to be paid in cash directly to the main office.

- If a parent arrives within 10 minutes after closing, they will be subject to a \$10.00 late fee.
 - Each additional minute will be \$1.00/minute
- (Ex. If a parent arrives at 5:50 pm during the school year, the late fee would be \$15.00)

School Calendar & Closures

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

- ⊗ September 1, 2025- Labor Day/Center Closed
- ⊗ September 2, 2025- Meet the Teacher/Supply Drop off Day, 9am-12pm, No Classes
- ⊗ September 3, 2025- First Day of Full Day Classes
- ⊗ September 8th & 9th- First Day of Half Day Classes
- ⊗ October 13, 2025- Professional Development Day/No Classes
- ⊗ November 11, 2025- Closed in Observance of Veteran's Day
- ⊗ November 27-28, 2025- Thanksgiving Recess/ No Classes
- ⊗ December 22-January 2, 2026- Center Closed Holiday Recess, Classes resume Jan. 5, 2026
- ⊗ January 19, 2026- Closed in Observance of MLK Jr. Day
- ⊗ February 16, 2026- Closed in Observance of President's Day
- ⊗ April 3, 2026- Closed in Observance of Good Friday
- ⊗ May 25, 2026- Closed in Observance of Memorial Day
- ⊗ June 16 & 17, 2026- Last Day of Half Day Classes
- ⊗ June 18, 2026- Room to Bloom Preschool/Pre-K Graduation/No Classes
- ⊗ June 19, 2026- Staff Development/No Classes
- ⊗ June 25, 2026- Last Day of Classes
- ⊗ June 26, 2026- Closed, Staff Development/No Classes

Severe Weather Notices:

- ⊗ If SACSC closes for inclement weather, RTB is Closed
- ⊗ If SACSC has a one-hour delay, RTB will have a one-hour delay (opening at 7:30am)
- ⊗ If SASSC has a two-hour delay, RTB will have a two-hour delay (opening at 8:30am)
- ⊗ If there are severe storm/tornado warnings, children will be moved to the gymnasium away from the windows.
- ⊗ If there is a need for us to evacuate the Stillwater Area Community Services Center, our Emergency Relocation destination is The Stillwater United Church (located across the street) or Stewart's on Major Dickinson 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 SACSC or RTB's Facebook pages, or Program Remind App for any announcements. They will be listed under the Stillwater Area Community Services Center.

Parent Information:

For Our Full Day Programs, outside of each classroom you will find a Parent Information Board. This board contains this monthly menu, any classroom announcements, newsletters, calendar of classroom events, etc. This information will also be sent home in your child's folder.

Our Half-Day Programs will have a monthly calendar and newsletter sent home in your child's folder.

Family Information:

Please keep us informed of any personal changes such as new phone numbers, change in address, whether family members enter or leave the household, deaths in the family, friends and/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 like to have an idea on how to handle any changes your child may be experiencing.

- If there is a change in phone numbers, address, or emergency contact please notify the Childcare Director and/or your child's teacher. A new Blue Card may be issued for you to update these changes.

Contact Us:

You can contact us anything throughout the school day, please keep in mind that we may be busy teaching but leave a message and we will get back to you as soon as we can. You can also contact your child's teacher or Childcare Director through email or message on the Remind App.

The Stillwater Area Community Services Center

Phone: (518)664-2515

Fax: (518)664-3590

The Stillwater Area Community Center Administrator: Justin MacFarlane

Ext. 210 or justin@sacc.online

Interim Childcare Director: Brittany Patenaude

Ext. 223 or brittany@sacc.online

Room to Bloom Teachers

Forget-Me-Nots: Carol Ann Moriarty & Hadynne Patenaude

Classroom Ext. 215

Sunflowers: Felisha Morgan & Amanda Phillips

Classroom Ext. 231

Poppies: Madelyn Bryant & Priscilla Callahan

Classroom Ext. 236

Cherry Blossoms: Tina Ritter & Tammy McNeil

Classroom Ext: 212

Safety and Security Procedures:

Entry into the Building:

To maintain the safety and security of the children and staff of the center, the door to our building remains locked during Room to Bloom Preschool & Learning Center's hours. When entering the building please use the South Entrance, which is the Main Entrance of the building (which has the 19 above the door). At this door you will find a doorbell. Please ring the doorbell and wait to be buzzed 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 photo identification with them, they will be ID'd by a staff member.

Half-Day Preschool Parents: You will drop off to Miss Tina and Miss Tammy at the North Entrance of the building (closest to the bus garage) for their class. Your child will be dismissed from the same door when the 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 your child will learn the importance of fire safety and have a visit from our local fire department.

We also have two Emergency Drills each year (as mandated by OCFS). Parents are notified before and 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:

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

Illness Policy:

The illness policy of Room to Bloom Preschool & Learning Center is strictly enforced. The policy is in place for the protection and well-being of all children, their families and staff. We cannot stress enough that Room to Bloom must have at least two contact names and 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 (due to an illness), you have 90 minutes to arrange/pick up your child 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 or staff.
- ☼ An acute change in behavior- including lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing or having a quickly spreading rash.
- ☼ Have a fever of 100 degrees Fahrenheit or greater or had one in the past 24 hours. Child must be fever free (without medication Tylenol/Ibuprofen) for 24 hours before returning to school.
- ☼ 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 any 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 full dose).
- ☼ Has heavy nasal discharge.
- ☼ Has discharge in eyes.

- ☼ Has Pink Eye: Child can return to care 24 hours after treatment has started.
- ☼ Has persistent or perpetual cough/difficulty breathing.
- ☼ Has intestinal disturbance.
- ☼ Has a 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 the program.
 - Scabies: until treatment is 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 parotoid 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 checked and treated and pull out or comb out any nits.
- ☼ Another treatment SHOULD be applied 7 days later.
- ☼ Your child cannot return to school until the hair is clear of ALL nits and louse.
- ☼ 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, bee sting, bug bite, etc.) it is vital that the Administration and Teachers are informed. It is the responsibility of the parents to notify staff of any allergies and update information when changes occur.

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 programs need to have parent permission to apply an TO/S/R

- A non-medication consent form will be provided to you to fill out and return to school to be kept on file.
- 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 the original container. All child specific TO/S/R will be labeled with the child's first and last name.
- 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 Blossoms

Buds and Sprouts Classes

- 🌸 8:30 -8:45 am: Arrival & Fine Motor/Academics
- 🌸 8:45-9:00 am: Bathroom Time/Sharing Time
- 🌸 9:00-10:10 am: Academics/Free Play/Craft time
- 🌸 10:10-10:20 am: Clean Up
- 🌸 10:20-10:40am: Large Motor Activities
- 🌸 10:40-11:00 am: Snack time
- 🌸 11:00-11:15 am: Story Time & Songs
- 🌸 11:15 am: Dismissal

Blooms Class:

- 🌸 12:00-12:30 pm: Arrival& Fine Motor/Academics
- 🌸 12:30-12:45 pm: Bathroom Time/Sharing Time
- 🌸 12:45-1:45 pm: Academics/Free Play/Craft
- 🌸 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
- 🌸 2:45 pm: Dismissal



What to Expect **Half-Day Prechool/Pre-K**

Arrival & Departure Procedures:

During arrival time, the teachers will meet you at the door at the North Entrance (this is the door closest to the bus garage). 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 bottles into the classroom with them. If you are running late or dropping your child off at 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 needs to be quickly discussed, other, if there is a serious matter that needs privacy, please email or use the Remind App. It is the best way to communicate with the teachers. If needed, we can also 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. The teachers will wait for you to park, cross the parking lot, and come to the door before they sign 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, who will be picking up your child.

- ☼ If someone other than a parent/guardian will be picking up your child from the program, please make sure to notify the teachers 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 could share stories, choose how they would like to spend their free time in the classroom.

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 & Tell: Each month, beginning in November, each child is given the opportunity to bring in an item from home to share at Show & Tell; these items should be able to fit in the child's backpack for easy transportation. Please, no blankets. The Buds' class is scheduled for the first Thursday of each month and the Sprouts and Blooms 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 for holiday parties/birthday celebrations. Each family will provide their child with he/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: This is the time children participate in activities such as drawing, writing their letters, writing their names, cutting with scissors, manipulating play dough, or writing in their journals.

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



Full Day & Half Day Preschool/Pre-K Programs

Skills We'll Learn:

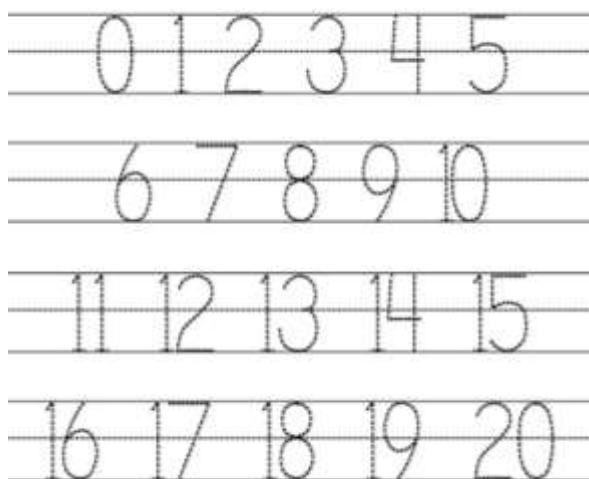
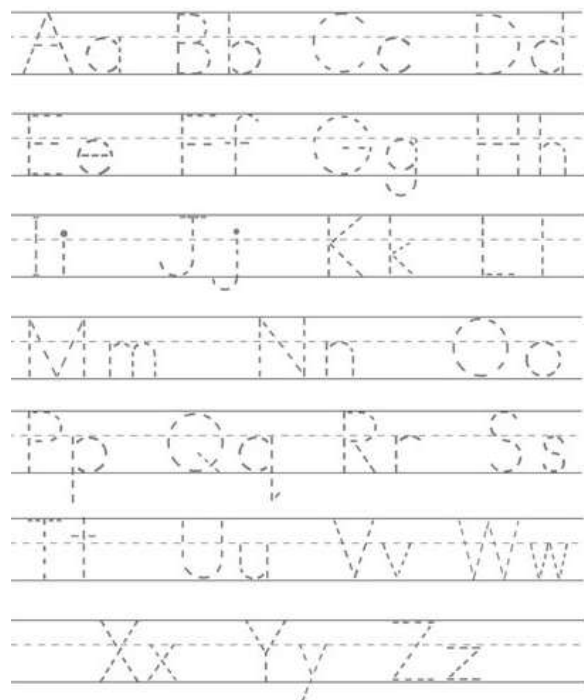
Activities that will help develop Fine (small) Motor:

- ✿ 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 play dough
- ✿ Cutting with scissors
- ✿ Coloring, Drawing and Writing

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.

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 a child's name. Children will start by tracing their names. With repetition of this, they will be able to write their first and last names correctly. A yellow highlighter is great for tracing. The picture below shows the correct way each letter and number should be written.



Our Full Day & Half Day 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 skills.

🌸 Life Skills

- Positive self-image
- Independence and Self-Reliance
- Manners
- Healthy relationships with friends, family, etc.
- Address, Phone Number, First 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 first and last name
- Upper- and lower-case letters

🌸 Social Studies and Community

- Learn about themselves, friends and families
- Neighborhood
- Community Helpers and Jobs

🌸 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 & Nature

- Exploring the outdoors/nature walks
- Planting seeds and watching them grow
- Seasons/Weather
- Science experiments

Full Day Program Daily Schedule

(subject to change to meet classroom needs)

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

8:15 am: Breakfast/Morning Snack and Read Around the Room/ Bathroom Break

9:00 am: Circle Time/Conversation Time: Calendar, Days of the Week, Weather, Story, Songs, Finger Plays, Letters, Numbers, Shapes, Colors, & theme of the week.

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

10:30 am: Arts & Crafts/Learning Centers

11:00 am: Outside/Gym Time: Focusing on Gross Motor Skills

12:00 pm: Lunch/Bathroom Time

1:00 pm: Rest Time

2:30 pm: Quiet Activities/Bathroom Break

2:45 pm: Snack Time/Story Time

3:00 pm: Afternoon Circle/Conversation Time

3:30 pm: Music and Movement

4:00–5:00 pm: Afternoon Centers

5:00–5:25 pm: Child's Choice: children choose what they would like to play with

5:30 pm: Center Closes

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

*We kindly ask if your child is not at school by lunchtime, to refrain from attending school that day, unless your child has a medical appointment. Coming in at lunch/rest time causes too much disruption to the class.



What to Expect Full Day Preschool/Pre-K

Arrival and Departure Procedures:

During arrive time, you will approach the main door (with the 19 above it) and ring the doorbell located on the right-hand side of the main door. 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 their lunchbox and folder on top of their 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 a 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, parents will go to the same door they used when dropping off their child and ring the doorbell. Once recognized, you will be let into the building and proceed up to your child's classroom. Be sure to sign your child out of program 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 other full day classrooms for the end of the day.

- 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 lost or broken.

Circle Time/Conversation Time:

Circle Time/Conversation Time is where we jump into our busy day. This is the time of day when the teachers can discuss the calendar, days of the week, the weather, the theme the class is working on, letters, shape, color and number of the week. It is also a time to read a story, sing songs, learn poems/rhymes. This time of the day is all about having a discussion between the teachers and the children, asking questions, sharing stories, exciting news and the plan for the day.

Centers & Activities throughout the day:

During this time children are working on themed activities around the room. In small groups children focus on theme, letter, shape, number, 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 fine motor skills.



Rest Time/Quiet Time:

Every day each full day classroom will have a state mandated rest/quiet time. During this time, children are provided with the opportunity to rest their minds and bodies. Each child is provided with their own rest mat/cot. We ask that you supply a crib sheet, blanket, and travel sized pillow (we have found that the blanket/mats with the pillow attached works the best) for children to make their own beds and to store as well.

- If you are unable to find a blanket/mat/pillow combo, a reusable shopping bag will be needed to store a sheet, blanket pillow.
- The bedding is sent into school on Monday and will be sent home on Friday to be washed.

Each child is asked to rest their body, but they are not required to sleep. Each child will rest their mind and body 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 of 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 have 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 snacks 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 direct access to a microwave or 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 a few extra snacks in their lunch box.

Special Celebrations:

Notice: RTB teachers 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 to share with the class. Please make sure all items sent in are pre-packaged, if not please provide an ingredient list so the teacher can make sure it's safe for all students to consume.



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

All About Me	Apples
Community Helpers	Fire Safety
Change of Seasons	Pumpkins
Friendship	Turkey Fun
Holidays Around the World	Snowmen
5 Senses	Feelings & Emotions
Author's & Literacy	Hibernation/Shadows
Dinosaurs	Transportation
Ocean Life	Pond Life
Solar System	Gardening/Flowers
Camping	Bugs & Insects
Farm Life	Spooky Fun
Mad Science	Life Cycles

And Much, Much More!

Some Fun Classroom Things:

- 🌸 Visit From the local Fire Department
- 🌸 "Special Person" Day
- 🌸 Mystery Readers



Half Day Preschool/Pre-K Supply List
Cherry Blossoms- Buds, Sprouts and Blooms
(Miss Tina & Miss Tammy)

- ✿ Large Backpack (At Least 15" inches)
- ✿ Sneakers
- ✿ 2 boxes of crayons (8 count)
- ✿ 2 boxes of Broad Tip Markers
- ✿ 2 boxes of tissues
- ✿ Pencil Box (4x8" hard shell that snaps shut) NO ZIPPERS
- ✿ 2 Plastic Folders
- ✿ Chubby Ticonderoga Pencils
- ✿ 1" inch binder
- ✿ 1 pack of thin BLACK Expo markers
- ✿ 1 pack of Magic Erasers
- ✿ Family Photo
- ✿ Extra Change of Clothes (sealed in a bag)
- ✿ Reusable Water Bottle (labeled)
- ✿ Clorox Wipes





Full Day Preschool and Pre-K Classrooms Supply List

Forget-Me Nots/Sunflowers/Poppies



All full day classes will need:

- ☼ **Lunch Box:** with a packed lunch daily (nothing that needs to be heated or cooked)
- ☼ **Large Backpack:** At least 15" inches (big enough to fit a folder)
- ☼ **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.
- ☼ **Wet/Dry Bag:** Please provide a bag for dirty, wet or soiled clothing.
- ☼ **Rest Time Bedding:** In a reusable shopping bag, please supply your child with a crib sheet, blanket and travel size pillow or a nap mat with a blanket and pillow attached that can be rolled up.
- ☼ **Water Bottle:** A reusable water bottle labeled with your child's name
- ☼ **2 Boxes of Tissues**
- ☼ **1 pack of Magic Erasers**
- ☼ **2- Plastic, 2 Pocket Folders w/ prongs**
- ☼ **Pencil Box:** 4x8" hard shell that snaps shut (no zippers)
- ☼ **2: 1-inch Binders**
- ☼ **60 Sheet Protectors**
- ☼ **2 Boxes of Broad Tip Markers**
- ☼ **2 Boxes of Fine Tip Markers**
- ☼ **Single hole punch**
- ☼ **1 Box of Fine Tip Markers**
- ☼ **10 Glue Sticks**
- ☼ **1 Pack of Expo Markers (any color)**
- ☼ **1 Pack of Thin Black Expo Markers**
- ☼ **1 Box of Colored Pencils**
- ☼ **1 Pack of Pencils**
- ☼ **2 Boxes of Chubby Crayons (8 count)**
- ☼ **4 Boxes of 24 count Crayons**
- ☼ **Pair of Child Scissors**
- ☼ **1 Bottle of School Glue**



- ☼ **If your child is still potty training: we will need wipes & pull-ups (please make sure these pull-ups have the Velcro sides if possible).**
- Please NO DIAPERS: we do not have a changing table.**

Full Day and Half Day Any Time Donations:

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

We Are So Appreciative of Your Kindness & Generosity!

