Bridlewood Child Learning Centre



Toddler Program Room #1

Welcome to B.C.L.C. and the Bumblebee Room!

Our room is licensed for 15 toddlers between the ages of 12 to 36 months. We have three full-time early childhood educators and one permanent split shift staff. Our ratio is 1:5. The children are separated into three groups according to their levels of development, this group is linked with one of our full-time staff. This teacher will do group work, one on one activities and share lunch with your child each day. Although your child is linked to one teacher in the room the other staff do still interact with your child and are made aware of any incidents that occur throughout the day. Each child in the bumblebee classroom has an assigned cubby in the coat room, where they may leave any items needed for outdoor play. Within our classroom your child has two sets of baskets. The baskets right inside the door are used for personal items from home and an extra change of clothes. The baskets in our washroom are used for diapers and anything that your child requires during changing routines.

For daily communication, we send you a daily log about your child's day on Digibot. We request you check daily for updates regarding your child. On the daily logs, we post about meals, activities in door and outdoor, toileting, items needed, and time they fell asleep and woke up. This is our best way to communicate with you and you with us, outside of drop off and pick up. We will also be sending pictures each week that appear under **"*stories*"** on Digibot. We ask you to mark your child off before 9:50 am when on holiday or sick through Digibot. We will send and answer chats in Digibot throughout the day as needed.

For our daily programming, we respond and initiate ideas that are set forth by the children.

Please keep in mind that Bridlewood Child Learning Centre is a NUT FREE environment. Due to peanut and many other allergies, we ask that no food from home gets brought into the centre.

lf you ever have questions or concerns please address them with any of the classroom staff. We intend on working together as a team for your children.

Items That Your Child Will Need:

Please supply your child with at least four diapers a day. We have three set diaper changing routines and need at least one extra for the unexpected. We suggest that you bring in a full bag of diapers and we will let you know when they are running low. A pair of velcro runners or shoes. As we do try to promote help self skill, and this makes transition time from outdoors to indoors a lot smoother. Please supply an extra change of clothes for your child. For example, in the summer a pair of shorts, a t-shirt and socks, and in the winter an extra pair of pants, a sweater, and socks. Everyday at 12:30 pm the children go down for a nap; your child is welcome to bring in a sleep toy or a special blanket to feel a little more at ease during this time. Outdoor wear is very important; we go outside every day (weather permitting). Please ensure that your child is dressed appropriately according to the season and that days forecast. Sunhats are extremely important for the summer, and a warm snowsuit is essential for the winter. Any item of clothing that your child will be wearing at the learning centre must be labeled. We have many children within the learning centre and items sometimes do get misplaced. Having your child's name

labeled on their clothing will help reduce the number of missing items. For the summer months please supply your child with a bottle of sunscreen. The sunscreen must be at least SPF 30 and waterproof.

Slow Intake Schedule

As outlined in the parent handbook, to make it a smooth transition for the children when they start, we have them do a slow intake when they join our classroom. The schedule is as follows:

Day one – **11:15 a.m.** pickup time.

Day two – **12:15 p.m.** pickup time (the child stays for lunch).

Day three – **3:00 p.m.** pickup time (the child stays for sleep).

Day four – regular pickup time.

The best time for arrival in the morning on their first day would be either by 7:45 am or after 8:30 am, when snack is finished so we are able to chat with you.

Here is the list of items to bring when you come to the centre:

- Diapers *(the children use approximately 3-4 diapers/day here and we have room to store some)*. We provide unscented, sensitive skin wipes. If your child is toilet training and needs to wear Pull-ups, please ensure they have the **Velcro openings** at the sides. Thank you.
- Diaper cream (*if needed)* ***an authorization form will need to be filled out***
- Sleep toy/ blanket (*if needed)* ***if a child has a sleep toy, they will be sent home at the end of each week to be washed*** (we do provide sheets / blankets for their beds).



- Soother for sleep (*if needed).*
- 3 Extra indoor clothes – socks, pants, shirt and 1 sweater.
- Shoes (**one** pair of Velcro shoes please – **no** separate outdoor shoes are needed)
- Outdoor clothes
    - **Spring / Fall –** Rain boots, Spring/Rain jacket, splash pants, warm and spring hat, and 2 warm mittens.
    - **Winter –** Hat, 2 pairs of waterproof mittens, neck warmer, snowsuit, boots

- **Summer** – Summer hat, light sweater, shoes or closed toe sandals

- *Please be sure to label all your child's clothing with a stick-on label or permanent marker – we have a lot of small and similar items to keep track of!*

- **Sunscreen** (SPF **30** or higher, **NO** aerosol spray bottles please)

We also request you email a family photo that will go up on our classroom family tree.

Here is the Toddler Room Daily Schedule:

7:00 a.m.	Centre opens - Toddler children received in Room 1 (*handwashing upon arrival*)
7:00 – 7:55 a.m.	Free play
7:55 – 8:00 am	Handwashing routine
8:00 – 8:30 a.m.	Morning snack
8:30 – 9:40 a.m.	*Handwashing* / Toilet routine, free play and art
9:45 – 10:15 a.m.	Outdoor dressing / sunscreen
10:00 – 11:00 a.m.	Outdoor play
11:00 – 11:10 a.m.	Tidy up outside
11:10 – 11:30 a.m.	Transition back to classroom, undressing, toilet/ *handwashing routine*, circle
11:30 – 12:30 p.m.	Lunch (*handwashing routine* after)
12:30 – 2:30 p.m.	Sleep time
2:30 – 3:00 p.m.	Toilet / *handwashing routine*, shoes
3:00 – 3:30 p.m.	Afternoon snack (*handwashing routine* after)
3:30 – 4:00 p.m.	Circle time
4:00 – 4:15 p.m.	Outdoor dressing / sunscreen
4:15 – 5:15 p.m.	Outdoor play (weather permitting)
5:15 – 5:45 p.m.	*Handwashing routine*, books or quiet activities

Times may vary slightly depending on the day or the season

If you have any questions, feel free to email us at room1bumblebee@outlook.com and we will get back to you as soon as we can.



The Toddler Teachers.