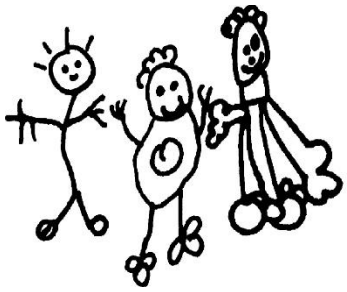
Bridlewood Child Learning Centre



Cardinal Program Room #3

Welcome to B.C.L.C. and the Cardinal Classroom:

Our room is licensed for 24 preschoolers between the ages of 2.5 and 6 years of age. We have three full-time early childhood educators and one permanent split shift staff. Our ratio is 1:8. 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 cardinal 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 a basket right inside the door which is used for personal items from home and an extra change of clothes.

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.

On our Classroom door you will see a white board. This is where birthdays and notes for the day will be posted. We will write when special days are happening such as PJ Day or show and tell. Postings of special days will also be on the sign in binder! As you enter the classroom you will see a bulletin board on the wall above the shelf where you sign your child in and out each day. Here you will find our daily schedule, the program plan, the children's groups, and pictures of the teachers in the classroom.

Communication: Each day your child's teacher writes in your child's online Digibot communication. These are found on you Digibot parent portal. Here you will find information about meals, toileting, daily activities your child has participated in, and items that are needed at the centre. We will also be posting special days such as PJ Day, and Colour Days in the community posts and programming sections. Periodically we will post photos of your child in the Stories section. Please **check your Digibot Parent Portal daily** for important messages and communication about the day. 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. We are happy to communicate via email as well at room3cardinals@outlook.com.

As your children make wonderful art activities, they will be displayed on bulletin boards hanging in the classroom or in the hallway. Additional art can be found in their art folders in the art bin, located in the classroom. Each child has their own folder labelled with their name. Please take these items home daily or weekly.

With the change in seasons, your child will need a variety of clothing. Please check the **full day** forecast each morning, and send appropriate outer wear and clothing for the entire day. We play

outside twice a day, morning and afternoon. In the case of inclement weather, we are fortunate to usually have the use of the gym. Please check your child's classroom basket often to ensure they have at least two (2) full changes of clothes, in case of spills or accidents throughout the day. Please be sure to label your child's items, as sometimes they can be misplaced.

During our day we have a two (2) hour nap time. Your child can bring in **one (1) soft sleep toy** to use during this time. The sleep toy will remain on your child's bed for the week and be sent home on Fridays to be cleaned. Please ensure this item has no hard spots or lose parts.

ARRIVAL AND PICK-UP

Children are required to arrive prior to 10:00 a.m. each day. If your child has a medical or dental appointment in the morning, and will arrive after 10:00 a.m., this must be previously arranged with the Director or the classroom Team Leader. These children will be admitted into the program up to 11:20 am. Your child must be brought into the classroom and signed-in daily. The classroom staff must be made aware that your child has arrived. Your child will feel most secure if you establish a regular arrival and departure time. If you are arriving after 9:30 a.m. please apply sunscreen on your child as we are going outside at this time.

If you are going to pick up your child later than usual, we would appreciate a chat on Digibot or a phone call so that we may reassure your child of your arrival. When picking up your child, he/she must be signed-out and staff must be informed that you are leaving. Only the individuals that you have indicated on Digibot will be permitted to pick up your child, unless we have received a written note from you specifying otherwise. Please be certain to inform other persons who may be picking up or dropping off your child of the sign-in and sign-out procedure, and that picture identification will be required for picking up your child. If your child will not be attending the centre please mark you child off in Digibot. If they are sick, please note their symptoms in the comments section or send a chat with their symptoms. It is important that the centre knows if your child will be absent and why.

HEALTH

Please use the following Ottawa public health guidelines to help decide whether a child is too ill to attend for the day:

"Needs to Stay Home" symptoms include:-

- Appears to have a fever 100.4F/38C or higher - must be 24 hours fever and medication free before readmitting to child care.
- Vomiting or diarrhea – must be 48 hours symptom free after symptoms have ended before readmitting to child care.

It is our policy that children too ill to function in the classroom or play outdoors remain at home. Please inform the staff or office of any new or worsening symptoms when your child becomes ill. Please refer to our full centre sick policy on our website regarding other communicable diseases (e.g. Conjunctivitis, Strep Throat, etc.).

These are the things you will need to bring:

It is important that all personal items are **labelled with your child's name**. We have twenty-four children in the class, and items can often be similar or the same as someone else's and may become mixed up.



- **2 Sets of extra indoor clothes** – Socks, underwear, pants/shorts, shirt
  (In case of spills or bathroom accidents)
- **Soft toy for sleep time** (daycare blanket provided for each child)
- **Sunscreen** (SPF **30** or higher, **NO** aerosol spray bottles please)
- **Indoor shoes** (**NO** flip flops and shoes similar to or are "croc" style shoes)
- **Diapers or pull-ups** with ease open tabs on the side. *(if needed)*
- **Family Photo** for our family bulletin board- can be emailed to the classroom

Outdoor Clothes –

- **Spring/Fall** – Summer hat, 2 pairs of light mittens, spring jacket, splash pants, rubber boots
- **Winter** – Hat, 2 pairs of waterproof mittens, neck warmer (No scarves please), snowsuit, boots
- **Summer** – Summer hat, light sweater, shoes or closed toe sandals

Cardinal Daily Schedule:



7:00 a.m.	Centre Opens, Free play in the classroom
7:50 a.m.	Tidy up and handwashing routine
8:00 a.m.	Snack in the classroom
8:30 a.m.	Handwashing routine
8:35 a.m.	Indoor Free Play and Art
9:15 a.m.	Toileting routine
9:30 a.m.	Tidy up toys and Circle
10:15 a.m.	Outdoor free play (weather permitting)
11:15 a.m.	Toilet and handwashing routine
11:30 a.m.	Lunch (in classroom)
12:15 p.m.	Toilet and handwashing routine
12:30 p.m.	Story Time, Prepare for quiet / rest time

12:45 p.m.	Quiet / rest time
2:45 p.m.	Rise and shine, Toilet and handwashing routine
3:00 p.m.	Snack in the classroom
3:30 p.m.	Toilet and handwashing routine
3:35 p.m.	Circle
4:00 p.m.	Outdoor play (weather permitting)
5:00 p.m.	Return from outdoor play, Toilet and handwashing routine
5:15 p.m.	Quiet activities
5:45 p.m.	Departure and Centre closes

* Times may very slightly depending on the day *

Thank you from the Cardinal Team ☺