Little Innovators
Early Learning Academy

PARENT HANDBOOK
2019-2020

MISSION STATEMENT

Our mission at Little Innovators is to provide each child with a safe, stimulating, and nurturing environment where children can explore the world around them and develop their critical thinking and problem solving skills. Our focus is the development of the 'whole child' through their interactions in an environment that is socially, emotionally, and academically stimulating.

Our mission is accomplished by:

- Hands on learning
- Opportunity for creativity through STEM (Science, Technology, Engineering and Math)
- Character Education (Respect for oneself, others, sharing and working cooperatively)
- Reaching each child cognitively, emotionally, socially, and physically

PHILOSOPHY

- Little Innovators provides a learning environment that helps children reach their potential in all domains- language, social, emotional, motor, and cognitive development.
- Little Innovators partners with families in the care and education of their children, creating a team approach that allows parents to be comfortable in the knowledge that their children are in a safe and stimulating learning environment.
- Little Innovators respects all cultures and helps all children learn about and embrace diversity. We believe in providing an environment where children thrive and develop as an "individual".
- Little Innovators promotes positive relationships for all children and adults to encourage each child's sense of individual worth.
- Little Innovators Implements a curriculum that fosters all areas of child development: cognitive, emotional, language, physical, and social.
- Little Innovators uses developmentally, culturally, and linguistically appropriate and effective teaching approaches.
- Little Innovators provides ongoing assessments of a child's learning and development and communicates the child's progress to the family.
- Little Innovators promote the nutrition and health of children and protect children and staff from injury and illness.
- Little Innovators employs a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests.
- Little Innovators establishes and maintains collaborative relationships with each child's family.
- Little Innovators establishes relationships with and uses the resources of the community to support the achievement of program goals.
- Little Innovators provides a safe and healthy physical environment. Little Innovators implements strong personnel, fiscal, and program management policies so that all children, families, and staff have high-quality experience.

SERVICES PROVIDED

- Daycare for Birth-2 year olds
- Preschool for 3-4 year olds
- VPK for 4 year olds
- Aftercare/Summer Camp- 5-12 Years Old
- Tutoring- School Age 5-12 Years Old

DEPARTMENT OF HEALTH LICENSURE

Little Innovators is licensed under the regulation of all-applicable state and local childcare agencies. A copy of the local childcare regulations is available at the front desk. A copy of our license can be viewed at the front office bulletin board. As a matter of policy, Little Innovators operates its center to meet or exceed all state and local regulations.

SCHOOL SCHEDULE

Little Innovators is open from 6:30 am to 6:00 pm Monday through Friday, twelve months a year. We offer full-time childcare and flexible scheduling on a space available basis. Extended hours may be come available soon. We will keep parents posted. Please refer to the daily schedule posted outside the classroom to see the detailed schedule for student activities. **ALL CHILDREN MUST BE DROPPED OFF BY 9:00 AM. DOORS ARE LOCKED AT 9:00AM AND NO ENTRY WILL BE ALLOWED AFTER THAT TIME. Please schedule all doctor and/or other appointments for the afternoon, evenings or weekends.**

ENROLLMENT AND REGISTRATION PROCESS

Your child must be at least six weeks of age. Children must have all requirements on file prior to the first day of attendance. Enrollment applications will not be accepted unless ***all items*** are completed and included. To enroll your child at Little Innovators, we encourage both parents and children to visit the center first. During this time you will have the opportunity to tour our facility and have your questions answered. When you have made the decision to enroll, please ensure that all of the required documents in the enrollment packet are completed and any additional requirements are obtained. You must turn in all items at the same time. Partial applications will not be accepted. Please be mindful that immunization records must be updated regularly and a copy given to the front office after each visit.

STUDENT PRIVACY

All information pertaining to a child and his/her family is at all times confidential. At times a staff member, along with the administration, may review the child's files for information, which may be pertinent to the child's needs. By no means may the child's family information be released to any outside influences, except for the licensing agents and departmental authorities. Other than this, parental approval must be given.

OUR POLICY FOR NON-DISCRIMINATION

Our program is designed for children from six weeks to 12 years of age. Little Innovators accepts applications on a first come first-served basis and does not discriminate on the basis of race, color, religion, sex, martial or veteran status, national origin, handicaps or political beliefs.

CHILDREN WITH SPECIAL NEEDS

Little Innovators will accept children with special needs when it is determined that the child can best be served in the Little Innovators learning environment and that the quality of the experience of other children will not be affected. In many instances having a child with special needs is enriching for all children involved by helping them learn about disabilities and interact with people different from themselves.

Little Innovators staff member will work closely with the child's physician, therapist and other professionals or make referrals to a more appropriate setting when necessary. The more information provided to us about the child and resources he or she needs, the better Little Innovators would be able to meet those needs. Developmental Screenings are performed four times during the year, if there is a need to provide a referral our staff will communicate with the parents and disseminate the information.

PROFESSIONAL STAFF

At Little Innovators we recognize the importance of maintaining a partnership between parents, children and teachers and in doing so building the foundation for school success. Every staff member at Little Innovators has unique talents and characteristics that they bring to Little Innovators team, making it the special place that it is. Backgrounds include formal training, Florida Child Care Professional Certificate (formally CDA) and degrees in education, previous teaching experience and the knowledge gained from caring, concerned parents themselves.

Each staff member completes a thorough application, screening and training process complying with local government regulations. This includes a criminal record check, three verified employment references, three personal written references and ongoing training. Applicants are observed interacting with children and questioned about their ability to carry out the Little Innovators mission and philosophy. Only those applicants most qualified and capable are selected, and then placed on a 180 probationary period status where they are closely monitored and evaluated. In addition, all of our staff members are certified in infant/child C.P.R. and first aid. Little Innovators staff members participate in continuing professional education, training and ongoing evaluations.

OPEN DOOR POLICY

We encourage you to visit the center at any time. We have an open door policy, but we do ask that you take into consideration that there are certain times in the day (such as a nap) that visiting can be detrimental to the children's daily routine as well as the other children in the class. By being an involved parent, your child's experience at Little Innovators will be enhanced for both of you. If your daytime schedule does not permit active involvement during class time, you can still share your child's activities. The Little Innovators staff keeps you continuously informed of your child's activities and progress by sending home communication notices. You are encouraged to speak with your child's teacher on frequent basis. If there is any question, problems or situations that need to be addressed do not hesitate to contact the administration.

BREAKFAST, LUNCH AND SNACK

Little Innovators is a part of the Child Care Food Program. We provide Breakfast, Lunch, and Afternoon Snack each day free of charge. Parents please make sure children are here by 8:30am to eat breakfast. Children arriving after 8:30am will not be permitted to eat breakfast. If your child has any known allergies that requires a change in their meal options, you must provide a medical form from your doctor. This form is included in the enrollment application and must be signed by a physician in order for us to provide alternative meal options that differ from the menu. Parents must provide a medical statement for children who are on a special diet. Infants will need formula pre-mixed in bottles. Parents please do not mix cereal with formula in bottles, because we will not be able to serve any bottles that have more than just formula in them.

NO OUTSIDE FOOD IS ALLOWED IN THE FACILITY

A TYPICAL DAY

Morning Session	Afternoon Session	Evening Session
Outdoor Play	Nap Time	Dinner
Breakfast	Snack	Snack
Curriculum	Arts, Crafts, Music	Small Group Activities
Circle Time	Outdoor Play	Arts and Crafts
Open Centers	Inside Organized Activities	Literacy & Reading
Lunch	Open Centers	Open Educational Centers

A day at Little Innovators is filled with various age-appropriate, stimulating experiences. Different areas of interest, in balanced time periods, are made available for the child to pursue. Of course, regular trips to the bathroom, playground time, meals, snacks, and rest time are a part of the day. A detailed schedule is posted on each parent bulletin board outside of the classroom. Children are transitioned from one age group to another on their birthday; parents will be notified in writing of the new teacher, classroom and requirements of the new class.

HOLIDAY SCHEDULE
Our center is closed on the following days:

Thursday & Friday, July 4th & 5th, Independence Day
Monday, Sept 2nd, Labor Day
Monday, Nov 11th, Veterans Day
Thursday & Friday, Nov 28th & 29th, Thanksgiving
Monday, Tuesday & Wednesday, Dec 23rd – Dec 25th, Christmas
Wednesday, Jan 1st, New Years Day
Monday, Jan 20th, MLK Birthday
Monday, Feb 17th, Presidents Day
Friday, April 10th, Good Friday
Monday, May 25th, Memorial Day

UNSCHEDULED SCHOOL CLOSING
In case of severe weather, Little Innovators may have to close if necessary. In those instances, the closing and opening will be according to local weather advisory schedule as announced on local television and radio stations. In addition, there will be no refunds for absences due to school closure resulting from occurrences out of our control such as power outages, plumbing problems and acts of nature (e.g. storms, hurricanes, etc.).

UNIFORM - MANDATORY
Your child must come to school wearing their uniform each day. The uniform consists of a shirt with our logo , khaki, navy or black shorts/pants, and velcro sneakers (no laces). Shirts are available for sale here at the school. Please see the front desk for more details. Please note: we have hands on projects that could get messy. All clothes must be marked with the child's name. It is required that parents supply extra sets of clothes in case of emergency. We are sorry, but the center cannot be responsible for lost clothing or possessions. PLEASE LABEL EVERYTHING and place each full outfit in a ziploc bag labeled with first and last name.

ITEMS FROM HOME
Things such as toys, candy, gum, money, balloons and play guns are prohibited and should be left at home. Parents are asked to help their children understand that it is not allowed to bring anything from home as it will be taken and held for you to pick up at the end of the day. Book bags are not allowed to be left in the classroom or at the facility. All students items should be placed in their cubby upon arrival and parents are required to take all bags home**. *NO CAR SEATS, DIAPER BAGS, OR BOOK BAGS CAN BE LEFT BEHIND ANYWHERE IN THE SCHOOL.***

SIGN IN/OUT
Parents or an authorized adult must complete the electronic sign in/out process on a daily basis. Please make sure your child is signed in and out daily for safety reasons and to prevent any interruption of childcare services.

SAFE ARRIVALS AND DEPARTURES
From the moment your child arrives, until he/she is picked up at the end of the day, your child's safety is our foremost concern.

- Procedures for arrivals and departures have been developed to assure the safety and well- being of everyone at the center. Your cooperation in complying with them is a State requirement and appreciated.
- Parents are to use only the front door for entering and exiting the premises, in addition please make sure that your child has the right size and type of shoes (closed toe, velcro) on their feet if not we will not be able to accept them into the classroom.
- Children are always to be walked into the building and be placed with a staff Member before the parent leaves. Never leave a child outside the building for them to walk in alone or accompanied by another child.
- Parents (adults) must Sign-In and Sign-Out on a daily basis. Parents that do not sign in/out their

children will not be permitted to enter class. Please make sure that your child is signed in daily to prevent any interruption of childcare services.

- Little Innovators does not allow other children/siblings to enter the classroom due to Department of Health Regulations. **Parents cannot remain in classroom for more than 3-5 minutes due to the Department of Health Regulation**. If you need additional time please see the director to obtain background information in order to be able to stay longer in your child classroom.
- When picking up your child, be certain that the teacher acknowledges that your child is leaving the building.
- It is Little Innovators Policy that we will NOT release any child to anyone that appears to be intoxicated or impaired. The center will contact someone else on the authorization list to come for the safe release of a child. If no other person is able to pick up the child the proper authorities will be called as our end result is for the safety of each child in our care.
- Only the parents and those WITH WRITTEN authorization by the parents on the child's emergency contact sheet will be permitted to remove their child from school. We will not release your child to anyone who is not on the emergency contact sheet for any reason. We do not accept pickup authorizations over the phone, fax or email. Everyone authorized to pick up your child must be identified in writing and in person on the emergency contact form. Photo identification will be required.
- Notwithstanding the above, Little Innovators abides by all provisions of Florida Law with respect to the non-custodial parents. In the absence of a court order to the contrary, the school will provide non-custodial parent with access to the child, to the records, and to other school-related information regarding the child. If there is a court order establishing certain rights or certain visitation please provide a copy of it to the administration staff. Individuals removing the children from the center must be at least 16 years of age.

PARENT INVOLVEMENT

We encourage parents to be involved in their children's educational experience. We offer many opportunities for parents to participate in the program. Parents need to make arrangements through the office before volunteering in the classroom so all Department of Children and Families requirements are met. Please be sure to Like & Share us on Facebook and follow us on Instagram, as we post frequent updates about the school and pictures of our time spent with your child.

PARENT/TEACHER COMMUNICATION

Parent feedback is extremely important in order for us to provide your child with the best quality of care. Please feel free to communicate with us when you are pleased as well as when you have a concern. Our Directors are here to serve you. Daily notes telling about your child's progress will go home each day. Monthly newsletters will go home the first week of each month. Also a calendar of daily new activities your child will be participating in will go home so you can read it to your child and they will know what to expect at school that day.

PARENT CONFERENCE

Little Innovators will schedule two conferences per year to discuss your children's progress in the classroom. Parents are welcome to sign-up for our conferences to discuss their individual child with the teachers. Conferences may be scheduled at any time by our administration staff if the concerns are related to behavioral issues.

MEDICATIONS

We do not give prescription or non prescription medications at this facility. Our staff CANNOT administer medication to any child FOR ANY REASON. Please do not bring an medication or other item that is not on the approved list of things you must provide for your child.

IMPORTANT SAFETY REQUIREMENTS:

NO BEADS ARE ALLOWED IN ANY STUDENTS HAIR
SHOES MUST BE CLOSED TOED AND VELCRO- NO LACES

BUMPS, BRUISES, AND EMERGENCIES
A skinned knee or slight cut is not an emergency and will be given first aid attention by a qualified staff member. In the event of a medical emergency or accident, we will contact you, per the instructions provided on the form provided by us. We are near excellent hospital services. Part of this agreement is your authorization for the center to take whatever emergency measures are deemed necessary for the care and protection of your child.

EMERGENCY PROCEDURES
In the event of an emergency that requires school to be closed, you will be contacted immediately to pick up your child.

ILLNESS
The Staff at Little Innovators have been trained to recognize signs and symptoms of illness so that they can safeguard all of the children in their care from becoming ill. We are not physicians and do not in any way mean to diagnose a child's illness, but we do have a duty to protect the whole group from the spread of infection. If your child exhibits any of these symptoms while in your care please do not bring them to the facility as they could get others sick as well. Please do seek medical treatment. If your child exhibits any of these symptoms while in our care you will be notified and will need to pick your child up immediately. It is our policy to remove the child from the group to prevent further spread of infection. They will remain in the office until your arrival. If your child is out sick or leaves early to illness we require a doctor's note in order for them to return to the center. The note must say that they are no longer contagious and can return to normal activities. There is a 24-hour period of quarantine and they will not be allowed to return for one full day from when they are sent home.

List of signs or symptoms:

- Yellow/Green running nose
- Drainage from the eyes-yellow/green or crusty
- Excessive coughing
- Pulling on ears or discharge from ears
- Fever at or above 100 degrees
- Rashes
- Ring Worm
- Lice and nits
- Vomiting (more than once)
- Diarrhea (more than once)

There may be other symptoms, which may cause us to feel there is a concern that is not listed. In any event the management has the right to decide when to require a doctor's note for return. This applies to injuries as well as illnesses.

GUIDANCE AND CLASSROOM MANAGEMENT POLICY
The staff models positive behavior and uses positive methods of guidance, which encourage self- control, self-direction, self-esteem and cooperation among children. By setting limits, we help a child understand what is expected of him or her. Under no circumstances is physical punishment, deprivation, or ridicule used as a form of guidance. Our goal is to give the children the security of knowing we care enough to prevent them from hurting themselves or others, and to provide each child with a happy experience. As a parent, you can expect we will adhere to all County and State rules regarding safety, fire, nutrition and teacher/child ratios. We use the following positive techniques to guide the children's behavior throughout the day:

- ***Redirection*** - Guiding children to new activities when they are arguing over a toy or directing them to another activity when they engage in socially unacceptable behavior.
- ***Positive encouragement of a child's appropriate behavior*** - Techniques that are verbal or non-verbal such as facial expressions, nodding and positive language.
- ***Conflict resolution*** - By describing the situation to encourage children's evaluation of the problem, discussing the possible solutions, and talk about their feelings.

It is the philosophy of Little Innovators in classroom management to focus on redirecting behaviors and allowing a child's self-esteem to remain intact. We apply careful guidance skills with positive re-enforcement in our interactions with all children to help them build independence and confidence in their own abilities to master skills and interact with others. In this process it is important that expectations and limits be clearly defined and consistently adhered to.

Little Innovators teachers believe in praising appropriate and positive behaviors. While taking into account that every child is an individual. Response to inappropriate and negative behavior might include redirecting the child to another activity or reasonably discussing the behavior.

Showing Each Child How To Behave:

"Do as you would be done by"

- Appropriate behavior gets rewarded (attention); inappropriate behavior does not.
- Positive instructions: "Do's" are used; "don'ts" are avoided".
- Instructions are clear and concise.
- Child is always told why.
- Child is trusted to do well (smothering the child with anxious instruction is avoided)
- Principles and rules are always consistent.
- Teachers admit and apologize when they're mistaken.
- When necessary, a child may be removed from the activity for a period of time. In these instances, a child sits apart from the group under direct supervision by a staff member. The period of time is limited to only a few minutes, appropriate for the child's age and involves a discussion of the problem (part of our redirection process).

It is our belief that punishments designed to make a child feel silly or undignified are very dangerous emotionally. If one is genuinely trying to show a child how to behave there is never a need to hurt or shame him. Behavior that is truly antisocial carries its own uncomfortable results. Therefore, the "punishment" is the result of his/her own action. It has nothing to do with "our" power. Each child will gradually take responsibility for his or her behavior.

Self-discipline and self-control are an everyday learning process. Little Innovators encourages children to build their confidence and self-esteem. Students are expected to make appropriate choices concerning their conduct and behavior. The Little Innovators teachers will attempt to guide student's behavior both directly and indirectly (modeling).

As part of our guidance techniques we include discussing with parents any problems or behaviors in need of correction. Often a child may be acting out in response to difficult situations at home or special physical or cognitive imparity. If there are particular circumstances that would affect your child's behavior (divorce, death, new sibling, etc), please let us know. Outside consultations or evaluations may be recommended when deemed appropriate. If such guidance is not sufficient and circumstances warrant, the following steps will be taken:

- Parents will be called to pick- up the student.
- Parents will conference with teacher and/or administration to develop individual behavior plan.

If the student continues to display inappropriate behavior he/she may be dismissed from the school at the discretion of the administration. In such cases there will be no refund of tuition.

EXPULSION POLICY

Unfortunately, there are sometimes reasons we should expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a

child from this center:

Immediate Causes for Expulsion

- •The child is at risk of causing serious injury to other children or him/herself.
- •Parent threatens physical or intimidating actions towards staff members.
- •Parents exhibits verbal abuse to staff in front of enrolled children.

Parental Actions for Child's Expulsion

- •Failure to pay/habitual lateness in payments.
- •Failure to complete required forms including the child's immunization records.
- •Habitual tardiness when picking up your child. Verbal abuse to staff.

Child's Actions for Expulsion

- •Failure of child to adjust after a reasonable amount of time.
- •Uncontrollable tantrums/angry outbursts.
- •Ongoing physical or verbal abuse to staff or other children.
- •Excessive biting.

Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child

CHILD ABUSE

Little Innovators Early Learning Academy is responsible for reporting any sign of child abuse and or neglect. Little Innovators will comply with all aspect of Chapter 415 Florida Statues, which protects children from abuse and/or neglect. Florida law legally obligates professionals working with children to report any suspected case of child abuse and/or neglect. Any professional failing to report or knowingly preventing another from doing so is guilty of a third degree felony and may be prosecuted. If a parent suspects child abuse and/or neglect please contact the Department of Children & Families.

TUITION AGREEMENT

- Tuition must be paid weekly. Tuition is due on Friday for the upcoming week and is considered late by 5:00pm on Friday and you will be charged a **late fee of $15**
- If tuition is not cleared by Friday at 5:00, your child will not be able to attend on Monday unless full payment is made at drop off only (by money order or using your credit card at the check in station)
- **Late Pick Up- A fee of $1.00 per minute** is charged based on the time the parent **exits** the facility. We Close at 6pm. Please be mindful that we must pay overtime for staff that have to stay past
- 6:00pm
- Tuition is calculated on an annual basis, however, we allow you to make weekly payments. Tuition is still due in the same amount each week regardless of a short week, holiday, sick day, or family
- vacation.
- Annual registration for all children is from August to the following August. Camp has summer registration fee for a period from June to August. After School registration is from August to the following June
- Annual tuition increase is calculated each year for the beginning of the school year and is applied to your account each August
- We require all parents to obligate themselves to their entire tuition on a weekly basis as per contractual agreement
- Should you decide to keep your child home, for any reason you will still be required to pay your scheduled tuition in full for the period of absence as part of your contractual agreement
- with us.
- You guarantee payment of all attorney fees, court costs and collection charges incurred in the event collection is initiated at Little Innovators Early Learning Academy

- You are **required to give us a two-week prior written notice if you are withdrawing** your child. We will continue to bill your account as usual until notice is given and for the two weeks after the written withdrawal notice is received. Once your two-week notice is given you will be required to pay your tuition for the final two weeks as part of this agreement
- Tuition must be paid by automatic payment. Your credit/debit card information will be kept on file prior to registration and payment will be processed each Friday
- Three declined payments will result in an automatic withdrawal of your child
- **ALL FEES ARE NON-REFUNDABLE**

PHOTO/VIDEO AGREEMENT

By enrolling in Little Innovators, you understand that your child will be photographed and is recorded on video for security and safety reasons. You must give permission for us to video/photograph your child during the enrollment for educational, safety and security purposes. Your child may appear in the newsletters, on television, on social media or on our website or other marketing materials.

UNIFORM POLICY

All children from two and up will be required to wear uniform shirts with the centers logo. Acceptable required bottoms to be worn are blue/black/tan skirts, pants, shorts or dresses. Closed toed shoes must be worn at all times. Jean material is NEVER allowed. Uniforms shirts are available at the front office.

LIABILITY AGREEMENT

By enrolling in our school, you release and hold harmless LITTLE INNOVATORS EARLY LEARNING ACADEMY and its employees from any liability or accident that may occur should you retain the services of any LITTLE INNOVATORS employee for the care of your children outside the child care center. You are not allowed to solicit LITTLE INNOVATORS ELA employees away from the childcare center for alternative employment opportunities.

IMPORTANT POLICES:

- There is no outside food allowed in the facility .
- There is no outside toys allowed in the facility .
- Drop off time ends at 9AM sharp. You will not be allowed to drop off your child after 9am.
- There are no vacation or free weeks. If your child is absent for any reason, you still pay.
- You will be charged $1.00 for every minute you are late to pick up your child.
- Habitual absences (more than three per month) will result in being withdrawn.
- Uniforms are mandatory each day. No uniform = No Drop off. If a child is dropped off without uniform for any reason, a uniform shirt will be given to the child and your account will be charged.
- Prescription and Non-prescription medications are not allowed in the facility.
- You must provide sheets, blankets, wipes, diapers, bottles bibs and other necessary items. If you do not bring required items, we will provide your child a new item that they need and your account will be charged for that item and it will be yours to keep.
- If there is a lapse in your ELC funding your child will be withdrawn.
- A written two week notice is required to withdraw your child. You are responsible for tuition during that time.

NEW CHILD ATTENDING CHECKLIST

Please be sure that your child has the following items in the center on a daily basis, replacing and laundering them when needed:

INFANTS-

____Diapers- 8 disposable diapers will be needed daily for full time infants
____Baby wipes-labeled
____Crib fitted sheet-labeled. (The use of crib bumpers is your decision)
____Crib blanket-labeled
____3 changes of clothing including socks/booties– in a Ziploc labeled on collar/inside
____Ointments-labeled (no powders or sprays please)
____Any foods, whether formulas or solids, must be supplied and labeled.
____Medication can be prescription only (see medication policy)
____All bottles must be labeled with name, date, and feeding time each day
____Infant feeding form must be completed (See Front Desk)

TODDLERS-

____Diapers- 8 disposable diapers will be needed daily for full time toddlers
____Baby wipes-labeled
____NO Bottles/sippy cups allowed!
____1 fittedsheet and 1 blanket- labeled
____3 changes of clothing including socks/booties– in a Ziploc labeled on collar/inside

TWOS-

____Baby wipes- labeled
____1 fittedsheet and 1 blanket- labeled

If not potty trained yet:

____Pull-Ups with Velcro tabs or Plastic training pants
____3 changes of clothing including socks- in labeled Ziploc- No buttons, zippers, snaps on bottoms and labeled on collar/inside of clothes.

If already potty trained:

____ 2 changes of clothing including socks– in a labeled Ziploc and labeled on collar/inside clothes

THREES, FOURS, VPK

____1 small fitted crib sheet or cot sheet and 1 blanket for naptime
____ 2 changes of clothing including socks– in a labeled Ziploc- labels on collar/inside clothes

PLEASE NOTE: All items must be labeled especially all bottles and caps. All bottles must be accompanied with a cap. We are sorry but we cannot be responsible for any unlabeled items. Belongings must be taken home nightly and laundered (if needed).