

Welcome to Parent Tot!

**I realize this is lengthy but please take the time to read so we are all on the same page. If we all follow the simple expectations when visiting Parent Tot (PT) it will make it enjoyable for everyone, thank you for your cooperation. It is going to be a great year at Parent Tot!**

- please make sure you have your PT card on the lanyard and show it when buzzing to get into the school and as you go through the office, this is a **MUST** each and every time **BUT** if it is your first visit just let the office know you are there for Parent Tot and don't have your card/lanyard yet and that they will need to scan your ID
- if you have not had your drivers license/state ID scanned at the school then this must be done on your first visit so your name is in the system and then you will be able to RSVP
- please get in the habit of RSVPing when you are going to visit Parent Tot as it makes getting through the preschool office much more efficient **BUT** PT is still a drop in program so if you forget to RSVP please join us or if you RSVP and don't show up, no worries....we are just trying to make the check-in process quicker and more efficient for everyone so thanks for your help and cooperation (the RSVP link is always posted on the district webpage and on our Facebook page)
- I check the RSVP's at 8am and start printing out the visitor passes for the day and on Tuesday when we have afternoon hours I generally will check it again at 12noon and print passes
- if you have RSVPed then your Raptor pass will be printed out and waiting for you in the office in the basket marked 'Parent Tot Visitor Passes'
- once you have your Raptor visitor pass please fold it so your picture is showing from the pocket on your lanyard...this must be visible and worn the entire time while at the school
- please make sure you sign-in everyone (infants included) on the clipboard outside of our room and use the hand sanitizer or wash in the sink each time you visit
- when leaving PT please be sure to sign-out on our clipboard and you can just leave through the main entrance and don't have to go through the office **BUT** you need to drop your Raptor visitor pass in the deposit box in the main vestibule when you leave the school
- the office at the Early Childhood Center is always a very busy place and there is one person handling many different tasks, please be patient and considerate, thank you

- while at school, in the halls or using the restroom please make sure your PT card is visible, there is no exception to this
- please be respectful and considerate that this is a very busy preschool and that there is lots of learning and activities going on daily, so please no loitering or in the hallways and keep conversations to a minimum outside of our room and in the hallways...this is a great way to teach your children to use inside voices while at school
- if you bring your stroller into PT please park it along the long wall in the hallway outside of our room, as we really don't have room for stroller parking...obviously if your little one is sleeping in the stroller this doesn't apply ☺
- **everyone** must wear shoes or socks while visiting PT, even the little ones (basically anyone who's feet will be on the ground at PT, needs to wear socks or shoes for sanitary reasons)
- please take time to teach your child to pick up when they are done playing with a toy, it is never too early to teach your children that if they get something out then they need to put it back before moving on to another activity...CLEAN UP, CLEAN UP, CLEAN UP
- **as most of you know I love a clean and organized room so everyone needs to be picking up and putting toys back where they belong (I have pictures hanging of how our room should look when picked up, the play food goes in the basket, all the tools on the work benches, puzzles in the correct spots and etc.)**
- **if your child puts a toy in their mouth then please wipe it down so we are not sharing too many germs, PARENTS need to be attentive to this and wiping, wiping, wiping**
- RICE... please make sure you are helping your child learn to keep the rice in the marked off area and clean up all rice messes by putting it back into the rice table, rice should never leave the marked off area and parents need to be watching their children closely to teach them this (there is a small broom and dustpan for cleaning up messes)
- PLEASE make the time you spend at Parent Tot be about YOUR CHILD, they are the reason you are visiting so please keep your cell phone conversations and texting to a bare minimum
- along the same line as cell phone usage, please do not use your visit to PT be a time to read a book or magazine or just kick back and relax...conversing with the other adults and your friends is fine but please be in close proximity of your child and keep a watchful eye on what they are doing, your children are the reason you are visiting Parent Tot

- please remember many small ears are listening at PT, so please make sure to watch your conversation topics and language
- I encourage all parents/grandparents/caregivers to be **ACTIVELY** involved in what your child is doing while at PT, many times there are great learning experiences while playing at PT, but you need to be in **CLOSE PROXIMITY** of your child to have a teachable moment
- arriving for special events on Fridays 5-10 minutes before the event starts is perfect, I will be greeting everyone at the main door and checking off your name from the sign-up sheet, as everyone will be waiting inside the first doorway (not in the office), please be sure you are wearing your PT lanyard
- many of our toddler friends are working on their potty training skills, but still have not yet perfected them...**IF YOUR CHILD HAS AN ACCIDENT WHILE AT PARENT TOT, THEY MUST BE ATTENDED TO IMMEDIATELY!** Please let me know where the accident has occurred, so I can alert the cleaning personnel at the school. If you don't have a change of clothes for your child you will have to leave Parent Tot, as this proves to be a very unsanitary condition.
- please use the restrooms for the changing of diapers, restrooms are located down the hallway...keep in mind we share these restrooms with ECC students and staff
- please don't bring your child or yourself to Parent Tot if someone is not feeling well, has a runny nose or a cough...we love sharing at PT, but not our germs
- please don't bring any **SNACKS OR DRINKS** (water kept in a bag and out of children's reach is fine) into the Parent Tot room, **this includes adults bringing in drinks such as coffee or soda**...the only exception to this rule is the infants that are still nursing or being bottle feed
- please don't bring toys from home to Parent Tot or have your child carry their blankie/stuffed animal around with them while playing at PT...we are spreading more germs by doing this
- motor room/playground usage is daily and I am excited that we will have this time to use our large muscles to run, jump and play in these great areas of ECC, if you come to PT during that time you will just join us at the playground or motor room, **NOT** our room. I will always have the sign-in clipboard with me so be sure to sign-in.
- we will also be going to Activity Room 313 daily for activities such as puppets, puzzles, building, parent lending library and fun with friends, if you come to PT during that time you will just join us in room 313, **NOT** our room. I will always have the sign-in clipboard with me so be sure to sign-in.

### Some things about PT you may not know about;

- Scattered throughout our room are lots of handouts, magazines and flyers...please feel free to see what is available.
- Did you have a great day at Parent Tot? Don't forget to let your child get a hand stamp on the way out.
- We do Scholastic book orders anytime you want! Ordering books from Scholastic is a great way to build up your child's at home library without spending a lot of money. Orders can be placed anytime and they are delivered directly to the school. Here is how you can order at anytime; [www.scholastic.com/bookclubs](http://www.scholastic.com/bookclubs) and the code for Parent Tot is LL9VL and by using our code we receive bonus points that I use to build up our classroom library.
- The best way to keep our program growing is to have parents that visit PT spread the word about the program. If you didn't know, there are always informational papers about the program displayed in our room so feel free to take them and hand them out. Thank you and please consider inviting a few neighbors or friends to join you at PT to check out the program and as always the first visit is free!
- Don't forget that you can sign-up for Parent Tot anytime during the school year, we don't have a maximum capacity of families that can sign-up for our program.
- Checking out PT DVD's or CD's? You can only check out any combination of 2 at a time. If you have questions about how to fill out the checkout card, please see me and I will be happy to help. Please DO NOT allow your child to handle the DVD's and CD's, as you know these items can be scratched or broken very easily. Just a friendly reminder that if you check out an item you are responsible for returning it to PT within 2 weeks. This is a very generous time frame and we are all responsible adults so I appreciate everyone returning materials in a timely manner. When returning the items please put them in the 'return bin'.
- You can also check out a maximum of 5 children's books, just fill out the information in the notebook for checking them out.
- Our parent book lending library is set up in room 313, check out what is available for you and just sign out the books the old-fashion way in the spiral notebook.
- Our art project changes on a weekly basis. Be sure to check out the fun craft as it is always a great opportunity to be creative and take home a project from school.
- At the adult size round table there will always be a small learning activity for you to do with your child. Be sure to check it out as there will be lots of fun activities.

- Once a week, generally on Fridays, I will send out a developmental, parent, family related article. If you find an article that other parents would enjoy please share it with me.
- Be sure to check your emails often, this is the main form of communication for PT. Also, if you have trouble receiving my emails please check your spam folder, since it is coming from a district email and being sent to many people at one time so your server may think it is junk.
- Have you liked our page on Facebook yet? If not, this is a quick way to get updates about Parent Tot and I love posting pictures of my little friend having fun at PT!
- Photographing your cutie at Parent Tot is fine but PLEASE be sure that only your child is in the picture, to avoid any privacy issues. I take many pictures at PT and will be posting them on Facebook, if you don't want your child's picture posted please let me know via email.
- I have been asked...What happens if I am absent? Will PT still be open? How will I know if PT is closed? If I am absent Parent Tot will be **CLOSED**. I will send out an email to everyone notifying you of PT being closed, the closure will be posted on the website and our PT Google calendar, Facebook will be updated and just in case there will be signs hanging the main entrance. Just a reminder that we follow the school schedule, so if D158 schools are not in session then PT is also closed, again check the website to find out exact dates of school days off.

There are lots of special events planned for the entire school year (some are still in the works) and we will once again be joining our ECC families on Parent Education days for topics and presentations that are geared for our families. Full details including an event description and sign up information can always be found on our webpage... <http://www.district158.org/parents/parent-tot-program/> Sign up is done via email [celam@district158.org](mailto:celam@district158.org) or in person at the Parent Tot Center only once you are a registered and paid participant of the program. When signing up via email please include event, event date, family name and names of everyone who will be attending (including infants). You will receive an email confirming that you are signed up for the event. Lastly, if you sign up for a class please let me know if you plans change and you are NOT able to attend, email me anytime! Almost every event is filled to capacity and when people sign up for an event and then don't show up they have taken the spot of another family that would have liked to attend...so please be considerate of others...thank you.

Please help spread the word about Parent Tot to your District 158 neighbors and friends. Your recommendation of this GREAT program that we are so fortunate to have in our school district helps keep new families coming in each year and we always love meeting new friends!

I honestly have the best job and I love being part of the Parent Tot program and meeting so many wonderful families in our community, so please let me know if you have any

comments or suggestions, as I want the program to be the best that it can be! Till next time, take care.

Carla

**Parent Tot Hours for 2019/20**

Monday, Wednesday and Thursday 8:30am-11:30am

Tuesday 8:30am-10:45am AND 1:00pm-2:30pm

**Room 313 Activities:**

Monday, Tuesday, Wednesday and Thursday 9:45am-10:15am

**Motor Room/Playground time:**

Monday, Tuesday, Wednesday and Thursday 10:15am-10:45am

Tuesday 2:00pm-2:30pm

**If you have any questions about your child's development please speak to me directly or you can contact:**

Child and Family Connections 815-477-4720 (birth up to the age of 3)

D158 Preschool 847-659-6156 (ages 3-5) <http://www.district158.org/ecc/eligibility/>