Toddler Guide

Healthy Kids Programs
Early Learning Center

103 Hooker Avenue Poughkeepsie, NY 12601 845-568-6100 x1017
Fax: 845-454-1977 www.healthykidsprograms.com lauren@healthykidsprograms.com

Welcome to our Toddler Program. Being a toddler can be a challenge, there is so much to take in and learn. This guide is designed to offer information and guides for our toddler families.

The Toddler Program is divided into two groups. Toddler 1 are ages 18months to 24months. Toddler 2 are ages 24months to 35months. We feel that dividing the toddlers into two groups will allow for more specific skill building. The children will come together throughout the day for larger activities, like story time and art activities.

Upon arrival please wash your child's hands, this will allow for a healthier learning environment .

When your child arrives the teachers will greet you and your child.

Please let us know how your child is feeling and if there is anything that we need to be made aware of.

Every child transitions to a classroom differently and parents may have time restrictions to get to work. Please let us know your schedule so that we can make the transition to care smooth.

We encourage the children to try to put their belongings in their cubby

Staff will then perform a Health Check. The Health Check is required by the NYS It is simply an opportunity for the staff to note mood, boo boos and minor illnesses.

The learning day will begin at 8am, Early Arrival is considered from 6:30am up until 8am. The Early Arrival program will consist of quiet activities and eating breakfast (which parents provide).

Weekly, the Lead Teacher will post a Lesson Plan to share the goals for the week. These goals may include an in depth study or theme for the week. You will receive pictures and updates throughout the week through Brightwheel.

Children will go out twice a day. We ask that the children are prepared with closed-toed shoes and weather appropriate clothing.

We will apply sunscreen before we go outside each time.
Please sign the attached permission slip and provide a sunscreen for your child, please label it with first and last name.

Addition Information

The Office of Children and Family Services (OCFS) requires a monthly fire drill be conducted. Fire Drills are conducted with and without notification to the staff. When the alarm is sounded children will be evacuated from the building through designated exit doors and to a designated gathering place. Attendance is then taken and once the Administrator on Duty gives clearance the children will return to the classroom. Prior notification is not given for monthly fire drills. The OCFS also requires 2 yearly Shelter in Place Drills. These drills are specific to weather related emergencies that may occur. There are designated areas of the Early Learning Center where children will gather. The Center is further equipped with food supplies, formula and bottled water, in case of emergencies. Prior to a Shelter in Place parents will be informed 5 days in advance, via email and posted signs. Shelter inPlace Drills last for 15 minutes and there will be no entry or phone contact during the drill.

Please don’t hesitate to contact us with any questions or concerns.
~The Healthy Kids ELC Team

Toddler 2

6:30-8:00 Early Care

Socialization, Transitional Play, Building

8:00 Lead Teacher Arrives

Welcomes 8am arrivals
8:00 Activities throughout classroom
Easel open
Small motor
Child driven choices

9:00 Waddlers separate

9:00 Potty/ Prep for Outside
Outside until approx 9:45
Hand Washing
10:00 Snack
10:30 Circle
Music/Story
11:00 Child Driven Choice
11:45 Handwashing Prepare for lunch
12:00 Lunch
12:45 Rest
Center WIde Quiet Time
12:30-2:30
2:45 Transition to wake up

Quiet Activities
Diapering/Potty
3:30 Transition to Outside
4:15 Handwashing/Afternoon Snack
Closing Teacher Arrives
5:30 Waddler and Toddlers Together
For the remainder of the day

Toddler 1

Waddlers

9:00 Waddlers separate from Toddlers
Diapers
9:30 Mini-Circle
Handwashing
Snack
10:00 Outside
10:45 Transition inside
Sensory Play
11:00 Books
Child Driven Choice
11:45 Diapers- Handwashing
12:00 Lunch
12:30-2:30 Center Wide Quiet-Rest Time
2:45 Transition to wake up
Diapering
Quiet Activities
3:00 Transition to Outside
3:45 Handwashing
4:00 Afternoon Snack
4:30
Closing Staff Arrives/Lead Teacher Transitions Out
Sensory Activities (Play dough)
Easel

5:30 Waddler and Toddlers Together
For the remainder of the day

Please Bring:

Daily

Healthy Lunch with ice pack
2 Snacks
Water Bottle we will refill
Backpack or Tote

Bring each week

Rest Items
Sheet
Blanket
Cozy

To Leave and replenish as needed

3-4 complete changes of clothing
Diapers/Pull Ups
Wipes
Sunscreen
Spare shoes

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Permission to apply
Sunscreen and or Diaper Cream

NYSOCFS requires written permission for the application of topical ointments

Child's name:_____ DOB:_____

Name of product:_____

One product per line

Frequency of application:_____

Parent/Guardian signature: _____Date:_____

Please note that NY regulations require new unused products be brought in for use in childcare. Product must be labeled with first and last name

Child's name:_____ DOB:_____

Name of product:_____

One product per line

Frequency of application:_____

Parent/Guardian signature:_____Date:_____

Please note that NY regulations require new unused products be brought in for use in childcare. Product must be labeled with first and last name