



# EARLY LEARNING CENTER

## Twos Classroom Guidelines

We are so honored to have your little one in our class this year! Below is a list of guidelines we ask that you follow to help keep our room orderly and safe. Many of these guidelines are required by the state. We appreciate you working with us to provide the best experience for our class!

**Backpack:** Please make sure your child's bag is large enough to fit all of their belongings, including their lunch box and a full-size folder for communication. Their name must be clearly visible on the outside of the backpack.

**Folder:** Please check your child's folder daily. It is our main source of communication. You will receive daily reports, crafts, schoolwork, and important letters from the office in the folder.

**Labeling:** Please label everything. This includes (but is not limited to) diapers/pull-ups, lunch boxes, lunch containers, and snack items. Per state licensing, every item brought to school must have your child's name. If an item is not labeled, we will write their name on it with a permanent marker.

**Clothes:** Please place a complete change of clothes, including socks, in a large Ziploc bag. Label each clothing item as well as the bag. Remember to replace clothes if they are used and when seasons change. If clothing needs washing, it will be placed in a disposable bag and tied to the outside of your child's backpack.

**Shoes:** Please send your child in comfortable shoes each day. Shoes must remain on at all times, including during nap. Per our handbook policy, no open-toe shoes may be worn, as this helps protect feet from injury. We also ask that you avoid rain boots, cowboy boots, slip-on shoes without backs, or dress-up shoes.

**Lunch:** We are happy to warm up items for up to 30 seconds. We do not cook microwavable meals such as Easy Mac or frozen meals. Please do not send glass containers. All food must be cut into bite-size pieces. We cannot serve hot dogs, meat sticks, grapes, apples, or other foods that are not cut due to choking hazards.

***Popcorn cannot*** be served in our classroom per state guidelines. Please send labeled plasticware if needed. Sippy cups must be spill-proof. Our class does not allow juice pouches, juice boxes, or drinks with removable straws. Please label each lunch item so we can ensure everything is returned home.

**Snack Bag:** Please pack a labeled healthy snack and place it in your child's backpack outside of their lunch box. Snack bags will be returned home daily. If your child attends extended care, please send a second labeled snack in the same bag.

**NUT FREE ZONE:** Our facility is completely **nut free**. Please do not send any nut products. This includes (but is not limited to) peanut butter, almond butter, almond milk, Nutella, cookies or snack bars with nuts, and granola that may contain nuts. If nut items are sent, we will not be able to serve them. Please label any “nut-free” spreads as such.

**Nap Mat:** Please send a roll-up nap mat with an attached pillow. Nap mats will be sent home weekly for washing. Children under the age of four shall be provided a daily rest period of no less than 75 minutes.

**Potty Training:** If your child is showing interest in the potty at home, we will gladly assist in the process at school. Our classroom has an attached bathroom for easy access. As your child progresses, we may suggest pull-ups with Velcro sides only. Please keep us updated on how your child is doing at home so we can support them. We also recommend elastic waist pants or shorts for easy access. Please no slip-on pull-ups.

**Diapers/Pull-ups Velcro Only:** Please send at least 4 labeled diapers or Velcro-side pull-ups daily. Permanent marker works well for labeling. We recommend keeping diaper rash cream in your child’s bag, and we will apply it as needed. You may also send a tube to remain at school—just include a quick note letting us know.

**Toys From Home:** Please leave all toys at home or in the car. While children often want to bring them, they can easily be lost or broken and may cause conflicts with other children.

**Birthday Celebrations:** We love celebrating birthdays! Please notify us at least 2 days in advance. You may send an age-appropriate, nut-free snack. No balloons are allowed in the classroom. For the safety of all children, homemade treats cannot be served due to food allergies. All treats must be store-bought and in their original, unopened packaging (i.e., donut holes or mini cupcakes).

**Parent/Teacher Communication:** We are excited to get to know you and your families. Please feel free to ask questions or reach out with any concerns. Drop-off and pick-up are great for quick updates, but if you need additional time to talk, we are happy to schedule a meeting. You may reach us via phone, text, or email. We will respond before school, after school, or during nap/lunch time, but not during instructional time. If you need something addressed immediately during the school day, please contact the ELC office.

### **Late Arrival**

To ensure children receive the full benefit of our educational program, all students should arrive no later than 10:00 a.m. each day unless prior arrangements have been made with the school office.

We understand that unforeseen circumstances, emergencies, medical appointments, and occasional delays may arise. We ask that families communicate with the school as soon as possible so we can best support your child's transition into the classroom.

The morning hours are a vital part of our school day and include Bible lessons, teacher-directed learning activities, center time, small group instruction, music and movement, outdoor play, and other enrichment experiences.

This guideline is not intended to create additional stress for families but rather to support a consistent learning environment for all children. We appreciate your partnership in helping us provide a structured, engaging, and successful learning experience for every child.