

Welcome to the 2025/2026 school year!  
Primrose YCC

#### Car line/Drop off

Morning car line begins at 8:20 and ends at 8:40. If you miss the morning car line, please bring your child to the front desk, and the receptionist will call the classroom, and a classroom representative will meet you at the front desk. We have found this to be better for the children who have already begun their work cycle and makes the separation easier on the late child. We require all children to be dropped off before 10:00am in order to give them the opportunity to have a work cycle before lunch and nap (with the exception of pre-discussed appointments). We appreciate your understanding of this protocol.

Mid-day carline starts at 12:20 and ends at 12:30.

Afternoon pick-up begins at 3:20 and ends at 3:40. Children will have had a snack and will have used the toilet or had a diaper change before they come out to meet you.

#### Snack/Lunch

Healthy snacks are provided, such as fruits, vegetables, grains, and proteins (yogurt or cheese). The snack is served between 9:00 and 9:15 during the morning and after nap around 3:00. We eat family style, sitting together with a full table setting. Children are welcome to skip snacks if they are not hungry. The process of getting ready for snack requires each child to wash hands and sit down at the set table with hands in his or her lap until we are ready to begin our snack. Children pour water from the small pitchers into their cups and serve their own food according to their skills. When they are done eating, they place the leftover food in the compost bucket and place dirty dishes on the dish cart. The children are not allowed to walk with the food around the room, rather they are redirected to eat at the table. The children have access to water throughout the day. For children staying in Friends' Club, their later snack is provided around 4:40.

#### Birthday Celebrations

To honor your child's birthday, the children in our classroom bake birthday muffins or another special snack for the morning. We eat together and sing "[Happy Birthday](#)." In preparation for this, please email a photo of your child as a newborn and at one year old; we will display these in the classroom for the week and discuss how the child has grown and how they have stayed the same.

### Illness/Medication

Please familiarize yourself with the school's illness policies. We promise to do our best to follow safety protocols to ensure the health and safety within our community. Some of these protocols include taking your child's temperature as needed, washing hands frequently and using hand sanitizer when hand washing isn't feasible, and lots of extra cleaning of materials and the classroom environment.

Your diligence in following these guidelines is greatly appreciated as it will help us to keep the community, as a whole, healthy throughout the year. Illnesses should be reported to Andrew Lutz via email (please cc us!) so that other parents can be made aware and watch for symptoms in their own children.

Medications, even over the counter, can only be given at school if the medication form is filled out.

### Pick Up

Children can only be released to adults that are listed on your child's information card; this card is created by you on The Children's House Online Parent Portal. If a staff member is releasing any child to an adult they have not met, they will check this information and also ask for identification. Prior notice of a non-parent pick up is appreciated. If your family has children at other levels of Friends' Club, we ask that you pick up children from the youngest to oldest.

### Conferences

Parent-Teacher conferences are held twice a year: in November and March. This is a great opportunity to talk about your child's progress and expectations for the future. More details on this will follow; please check Waypoints on a weekly basis.

### Supplies for School

- Diapers or underwear
- Three changes of extra, easy on and off play clothing (possibly more if you are beginning the toileting process; we will discuss this separately)
- Reusable wet bags are helpful for sending wet clothing home
- Rubber soled indoor shoes
- Weather appropriate outdoor clothing, including a rain suit
  - Winter gear should include snow pants and a coat (or a snowsuit), mittens, a hat, and snow boots

## Contact information

If you have any questions or need to contact me, please do not hesitate. I will be at school daily, 8-4pm. I'm not always able to take your calls during class time and messages will be directed to my voicemail if I'm unable to answer. In an emergency, please leave a message with the front desk who will pass the message to me. Otherwise, you may email me or leave a voice message on the classroom phone 929-9325 ext. 145 and I will return your call or email within 24 hours.

E-mail: [betsy@traversechildrenshouse.org](mailto:betsy@traversechildrenshouse.org)

YCC West Routine	
7:30-8:20	Early Care with Madison in our classroom
8:20-8:40	Morning Carline, putting things away, toileting
9:15-9:40	Snack
8:45-10:30	Work Cycle
10:30- 11:15	Outside
11:20	
Group	
11:30-11:50	Lunch followed by toileting
12:00-12:45	Gym (mid-day carline at 12:20-12:30)
12:45-3:00	Nap/ Resting followed by toileting
2:50-3:15	Snack offered in small groups as children wake up
3:20-3:40	Afternoon Carline
3:00-5:30	Friends' Club (Including a snack around 4:45; outside/ gym until 4:30, inside YCC FC room from 4:30-5:30)