

# **Young Children's Community - Trillium Room**

## **Welcome to the 2025/2026 School year!**

### **Car line/Drop off**

Morning carline begins at 8:20 and ends at 8:40. If you miss morning carline, please bring your child to the classroom. All children need to be dropped off before 10:00 in order to give them the opportunity to have a work cycle before lunch and nap (with the exception of pre-arranged appointments). We appreciate your understanding of this protocol.

Mid-day carline runs from 12:20-12:30.

Afternoon carline 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 coming out to meet you.

### **Snack/Lunch**

Healthy snacks are provided, such as fruits, vegetables, grains and sometimes proteins. Snack is served anytime between 9:00am and 10:00am as well as at 3:00pm. Morning snack is a part of our work cycle and the children can choose when they want to eat. Up to four children eat at a time. Lunch and afternoon snack are family-style where we all sit and eat together. Children are welcome to skip snack if they prefer, or are not hungry. Snacks are designed to give the children the opportunity to explore food preparation and develop self-care and fine motor skills, while also being nutritious and exposing them to new textures and flavors when possible. When the children have finished eating, they clear their spot at the table, placing dirty dishes in the dirty dish cart and leftover food in the compost bucket. The children are not allowed to walk around the room with food. They are always redirected to eat at the table.

Lunch begins around 11:40. Milk is served at lunchtime. The monthly menu is posted on our school website.

For children staying in Friends' Club, a late afternoon snack is provided around 4:40.

### **Birthday Celebrations**

To honor your child's birthday, he or she will be invited to bake birthday muffins or bread which we will enjoy together after lunch. I will also reach out about a week before your child's birthday to ask for a newborn photo and a photo from their first birthday. These pictures will hang in the classroom on their birthday.

### **Illness/Medication**

Please familiarize yourself with the school's illness policy. We promise to do our best to follow safety protocols to ensure the health and safety within our community. Both

adults and children wash hands frequently throughout the day and the classroom is cleaned daily. Still, we know that young children often get sick. Should your child become ill and is cleared by a physician to return to school, we can administer medications. Medications, even over-the-counter, can be administered at school if a medication permission form is filled out. 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. Any infections/illnesses should be reported to the main office so that other parents can be made aware and watch for symptoms in their own children (pink eye, strep, etc.).

### **Non-Parent Pick Up**

Children can only be released to authorized adults whom you have listed on your child's Information Card. If a staff member is releasing any child to an adult they have not met, they will check the list of authorized adults and also ask for identification. Prior notice of a non-parent pick up is appreciated.

### **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, expectations for the future and to discuss any questions that you may have. Check out Waypoints in mid-October and mid-March for the link to SignUp Genius.

### **Contact**

If you have any questions or need to contact me, please do not hesitate. I will be at school every day, 8:00am to 4:00pm. At times, I am not able to take calls in the classroom. Feel free to leave a voicemail, or leave a message with someone at the Front Desk. I also check my email several times each day. You can contact me at [annie@traversechildrenshouse.org](mailto:annie@traversechildrenshouse.org) or 231-922-9325, ext. 122. My office hours are between 1:00 and 2:45 on Mondays and are a great time for prearranged conversations.

### **Daily Schedule**

7:30-8:20	Early morning care, toileting, snack prep, early work cycle
8:20-8:40	Morning carline, unpack bags, toileting
8:20-10:30	Morning Work Cycle - uninterrupted work and exploration, including individual presentations, group activities, toileting and snack
10:30-11:30	Playground time, including time getting dressed/undressed for outdoor play
11:30-11:40	Come in from outside, remove any necessary outdoor clothing, toileting, wash hands for lunch
11:40-12:00	Family style lunch
12:00-1:00	Gym or more outside time, depending on the weather
12:20-12:30	Mid-day carline
12:30-3:00	Naptime; time varies depending on the child
3:00-3:20	Afternoon snack and clean up

3:20-3:40 Afternoon carline

3:20-5:30 Friend's Club: outdoor and indoor play time, toileting and snack included

- Water is offered at each snack and lunch. Milk is offered at lunch.
- Children under the age of 18 months are provided meals and naptime upon demand.
- Toileting and diaper changes occur throughout the day, as needed.
- While the daily routine will remain the same day to day, the time of day or length of time devoted to each activity may change, without notice, depending on the unique needs of the children each day.