**The Growing Tree**

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**Toddler Program Information**

Thank you for your interest in the toddler program at The Growing Tree.

Our group size is limited to 5 children per teacher for one year olds

and 6 children per teacher for two year olds.

Our staff uses the Creative Curriculum to plan developmentally appropriate activities. The classroom environment includes a housekeeping center, a manipulative and puzzle center, a block center, a language arts center, a discovery area, and an area for small group activity time. Our toddler classroom also has an indoor large motor activity room where children can jump, bounce, crawl, run and tumble. As weather conditions permit, children are taken outdoors daily to play on our 3 acres.

 The caregivers provide a daily information sheet to each parent at the end of day, which includes information on diaper changes, toilet training progress, meals, snacks, activities, and a special note about the child’s day. The Growing Tree has an open door policy (parents are welcome to visit or call any time throughout the day).

Please feel free to call to schedule a tour our facility so that you may meet the Director, the toddler room staff, and ask any questions you may have about the toddler program.

**Please always remember everything that is brought into the center needs to be labeled. Namebubbles.com offers a variety of water proof labels for a great price. This makes it much easier for parents and also the staff on labeling items on a daily basis.**

**Things your child will need in the toddler room:**

1. **Binky -** If your child uses a binky, please provide 2 labeled binkies (a back up one just in case) for us to keep at school. If one gets sent home by accident, please be sure to return it the next day. Binkies will be sent home on a regular basis (and more frequently for a sick child) to be boiled/washed and are to be brought back the following day. Short binky straps/clips must be provided for each child.
2. **Bed rolls** -. An “all in one” labeled bed roll with an attached mat/blanket/pillow are required for nap time. They work VERY well and are easy to transport to and from school. Please take them home at the end of each week to be washed and returned the following week.
3. **Diapers -** Please provide the caregivers with a sufficient amount of diapers & wipes for your child. Packs of diapers will be stored and used as needed. Please refer to your child’s daily sheets to see when he/she will need more diapers. All diaper packages need to be labeled**.**
4. **Diaper cream -** All diaper cream is treated as a medicine and therefore will not be put on your child unless you sign the form in the enrollment package. You must provide diaper cream for your child and be sure that it is clearly labeled. Please be sure to check the expiration date.
5. **Wipes –** Please provide a pack of labeled wipes.
6. **Sunscreen -** All parents of children 6 months of age and older must sign the permission slip in the enrollment package to administer sunscreen. We ask you provide a sunscreen bottle for your child which needs to be clearly labeled. You may also provide a hat which can be left at school for your child to wear outdoors. Please check expiration dates on the sunscreen to be sure it is current. You will be notified if your child needs more sunscreen.
7. **Food -** All containers of food needs to be labeled. If a container needs refrigerated, please place it in the refrigerator in your child’s room. Toddlers are encouraged to bring finger foods for lunch. Food can be heated for lunch. Food brought in a thermos must be refrigerated. Please refer to your child’s daily report to see how well he/she ate. (A LABELED sippy cup should be sent in every day. It will be sent home each night to be washed.) Please see our staff to sign up to be a snack parent!
8. **Socks and shoes** - Please wear socks and comfortable/safe shoes on your child every day.
9. **Medication -** Medication will be given ONLY when it is signed in by a parent on that morning. ALL MEDICATION needs to be in its original container/box, have your child’s name on the prescription or written on the label if it is non- prescription. And, also be entered into the medication log. Please refer to our complete list of medication policies if you have any questions.
10. **Change of clothes -** Please provide at least 2 complete changes of weather appropriate clothes for your child. Please include onesies (if you use them), an outfit of weather appropriate tops and bottoms and socks. These may be kept in your child’s back pack. If your child uses one of the outfits, please be sure to replace it with another outfit so he/she always has some spare clothes. .
11. **Lunch box/bag –** Please provide a labeled box/bag which can be packed every day with your child’s lunch and also leftover containers. Please refrain from sending in glass containers. EVERYTHING must be labeled in your child’s lunch daily.
12. **Daily Health Checks –** Daily health checks are done informally on each child every day. If the caregiver does not think that your child is well enough to be at school, you will be asked to take your child home. This is for the health and safety of all the other children and staff. Please refer to our complete list of health policies if you have any questions. Please let your child’s teacher know if your child is exhibiting any symptoms or behavior changes at drop-off time. This helps us to care for your child in the best possible way.
13. **Plastic Bags –** Small or large plastic bags and plastic wrap are not permitted in the toddler room since they are choking and suffocation hazards. Please use containers, foil, or waxed paper if you are sending food into the center.
14. **Tuition –** Payment is expected the FIRST day of our child’s attendance each week. Payments received after 3:30 p.m. that day will be charged a $10.00 late fee and an additional $10.00 every day thereafter until the payment is received. PLEASE REMEMBER TUITION IS STILL DUE FOR DAYS ENROLLED EVEN IF YOUR CHILD IS ABSENT. WE CANNOT SWITCH DAYS FOR STAFFING REASONS. IF THE CLASSROOM NUMBERS ALLOW WE ALWAYS GIVE THE OPTIONS TO ADD DAYS AS NEEDED.
15. Please remember we are always here to communicate at any time parent/teachers conferences are always available.
16. Please remember to empty your family mailbox each day.
17. If your child will be in late or off please call the center no later than 9:00 AM.
18. Nap time is 12:30-2:30 each afternoon. We ask all families to please refrain from picking up children during these hours. This will ensure all children get a restful nap.

We value the time we spend with each child in our toddler room as they explore the world and reach so many developmental milestones! Thank you for entrusting your child to our care!

**The Growing Tree Location and Information**

Email: growingtreetour@gmail.com

**The Growing Tree**

106 West Point Dr., Suite 4
Greensburg, PA 15601

Phone: (724) 832-1180

**The Growing Tree II**

371 Frye Farm Rd
Greensburg, PA 15601

Phone: (724) 539-8909