

## Welcome to B.C.L.C. and the Bumblebee Room!

We are very excited to have you start in the Bumblebee Room!

For daily communication, we send you a daily log about your child's day on Digibot. We request you check daily for updates regarding your child. On the daily logs, we post about meals, activities in door and outdoor, toileting, items needed, and time they fell asleep and woke up. This is our best way to communicate with you and you with us, outside of drop off and pick up. We will also be sending pictures each week that appear under "*stories*" on Digibot. We ask you to mark your child off before 9:50 am when on holiday or sick through Digibot. We will send and answer chats in Digibot throughout the day as needed.

### Slow Intake Schedule

As outlined in the parent handbook, to make it a smooth transition for the children when they start, we have them do a slow intake when they join our classroom. The schedule is as follows:

**Day one** – 11:15 a.m. pickup time.

**Day two** – 12:15 p.m. pickup time (the child stays for lunch).

**Day three** – 3:00 p.m. pickup time (the child stays for sleep).

**Day four** – regular pickup time.

The best time for arrival in the morning on their first day would be either by 7:45 am or after 8:30 am, when snack is finished so we are able to chat with you.

Here is the list of items to bring when you come to the centre:

- Diapers (*the children use approximately 3-4 diapers/day here and we have room to store some*). We provide unscented, sensitive skin wipes. If your child is toilet training and needs to wear Pull-ups, please ensure they have the **Velcro openings** at the sides. Thank you.
- Diaper cream (*if needed*) **\*an authorization form will need to be filled out\***
- Sleep toy/ blanket (*if needed*) **\*if a child has a sleep toy, they will be sent home at the end of each week to be washed\*** (we do provide sheets / blankets for their beds).
- Soother for sleep (*if needed*).
- 3 Extra indoor clothes – socks, pants, shirt and 1 sweater.



- Shoes (**one** pair of Velcro shoes please – **no** separate outdoor shoes are needed)
- Outdoor clothes
  - **Spring / Fall** – Rain boots, Spring/Rain jacket, splash pants, warm and spring hat, and 2 warm mittens.
  - **Winter** – Hat, 2 pairs of waterproof mittens, neck warmer, snowsuit, boots
  - **Summer** – Summer hat, light sweater, shoes or closed toe sandals
- \*Please be sure to label all your child’s clothing with a stick-on label or permanent marker – we have a lot of small and similar items to keep track of!\*
- **Sunscreen** (SPF **30** or higher, **NO** aerosol spray bottles please)

We also request you email a family photo that will go up on our classroom family tree.

### **Here is the Toddler Room Daily Schedule:**

<b>7:00 a.m.</b>	Centre opens - Toddler children received in Room 1 <i>(handwashing upon arrival)</i>
<b>7:00 – 7:55 a.m.</b>	Free play
<b>7:55 – 8:00 a.m.</b>	<i>Handwashing routine</i>
<b>8:00 – 8:30 a.m.</b>	Morning snack
<b>8:30 – 9:40 a.m.</b>	<i>Handwashing / Toilet routine, free play and art</i>
<b>9:45 – 10:15 a.m.</b>	Outdoor dressing / sunscreen
<b>10:00 – 11:00 a.m.</b>	Outdoor play
<b>11:00 – 11:10 a.m.</b>	Tidy up outside
<b>11:10 – 11:30 a.m.</b>	Transition back to classroom, undressing, toilet/ <i>handwashing routine, circle</i>
<b>11:30 – 12:30 p.m.</b>	Lunch ( <i>handwashing routine</i> after)
<b>12:30 – 2:30 p.m.</b>	Sleep time
<b>2:30 – 3:00 p.m.</b>	Toilet / <i>handwashing routine</i> , shoes
<b>3:00 – 3:30 p.m.</b>	Afternoon snack ( <i>handwashing routine</i> after)

<b>3:30 – 4:00 p.m.</b>	Circle time
<b>4:00 – 4:15 p.m.</b>	Outdoor dressing / sunscreen
<b>4:15 – 5:15 p.m.</b>	Outdoor play (weather permitting)
<b>5:15 – 5:45 p.m.</b>	<i>Handwashing routine</i> , books or quiet activities

**\*Times may vary slightly depending on the day or the season\***

If you have any questions, feel free to email us at [room1bumblebee@outlook.com](mailto:room1bumblebee@outlook.com) and we will get back to you as soon as we can.



It is going to be a great year!

The Toddler Teachers.