

Dear Infant/Toddler Parents,

Welcome to the “Puddle Duck” Classroom! The teachers are here to serve your family, answer your questions and to provide quality care for your child. There are a few things that will make our classroom a successful environment for the children and families we serve. We will need your help in establishing an environment that is safe and comfortable for all the families and children that enter our program.

When entering our classroom please remember to:

1. Cover your shoes with the soft covering provided at the doorway. Remove the covering and place them in the dirty covers bag located at the doorway.
2. Get your child settled and then pull their “Daily Routine Chart” and complete the required information. Hang the chart in the Sign-In area of the classroom.
3. Check the Parent Board for information, announcements, etc.
4. Please use a quiet voice.
5. You are welcome to visit with the children but alert us if a child is in need. We will be happy to care or comfort him/her.

Please bring in the following items from home:

1. Three changes of clothing, including t-shirts and socks. Please label items with your child’s name. Place all items in a zip lock bag and place in your child’s cubby.
2. Place diaper ointment in a zip lock bag, labeled with your child’s name. You will need to obtain a Medical Form from the front desk (needs to be completed and placed in the bag).
3. Two crib size sheets, labeled with your child’s name.
4. A blanket that is crib size for napping time, labeled with your child’s name.
5. Enough pre-made bottles for the day labeled with your child’s name and dated.
6. Enough solid food for the day labeled with your child’s name and dated.
7. Two pacifiers if your child uses them, labeled with your child’s name.
8. Deliver two packages of wipes on the first of each month per the Community Wipe System. If your child has allergies the wipes will be placed in their Diaper Bucket for their use only.
9. Deliver three days worth of diapers for the Diaper Bucket System. Refill as needed.

Classroom Organization:

1. Parent Board – We will be updating and adding to the Parent Board regularly throughout the school year. It is located near the entrance to our classroom. Please check it regularly for updates, sign up sheets and pictures!



2. Student Folders – Please check your child’s folder daily. It is located in the file box at the entrance to the classroom.

3. Lost and Found – All items that come to school should have initials written somewhere on the item. If we can not determine who it belongs to it will be placed in the box marked Lost and Found located next to the sign in desk.
4. Baby Wipes – For efficiency purposes we would like to ask the toddler families to donate two boxes of wipes at the beginning of the month. We are going to have a community wipe system whereby everyone shares the donation supply unless your child has an allergy to a certain brand (in which case we would like for you to notify us). This system should be more efficient during the diapering process.



5. The “Diaper Deposit Program” in the Toddler Room is pretty simple! There is a diaper bucket with your child’s name on it and it is your responsibility to DEPOSIT diapers. The diaper bucket should be checked regularly to assure that there are plenty of diapers for the day/week. The Diaper Buckets should hold a 2-3 day supply of diapers. The preschool does not have the room to store additional diapers for the students.
It is important to know that the staff will be changing your child’s diaper at least every two hours throughout the day (and more if needed). Please keep this in mind when DEPOSITING diapers in your child’s diaper bucket.
Holy Family Preschool does not supply diapers for the children in our program. We ask that parents monitor the diaper level in their child’s bucket and refill regularly. Should there be a need to provide diapers on an emergency bases, the parent is responsible for replenishing the borrowed diapers.
6. Classroom Parties – There will be a sign up sheet posted on the Parent Board with classroom activities and items needed. Parents are always welcome to participate or visit!
7. Student Activities – As you may have noticed the Infant/Toddlers are very tactile! They enjoy touching and exploring with their hands and bodies. As teachers we want to give them every opportunity to develop their senses and motor skills. So please dress them daily in clothing that can be soiled and cleaned. Thank you!
8. Toilet Learning – The Toddlers are introduced to the toilet at 18 months. The classroom teachers will conference with the parents to determine their comfort level with toilet learning at school and at home.

Do not bring:

1. Please do not bring diaper bags. We do not have the storage space.

If you have any questions regarding our classroom or the care of your child please do not hesitate to ask. We are here to answer questions and to serve your family.

We look forward to spending time getting to know your child!

Thank you,

Infant/Toddler Teachers