

Woodinville Toddler Group Parent Handbook 2023 – 2024



***Enrich parenting skills**

***Provide a developmental curriculum**

***Play, learn, and explore**

***Build a community of support**



**Parent Map's Golden Teddy Finalist
5 years in a row!!**

Affiliated with
Lake Washington Institute of Technology (LWTech)
Parenting Education Program

WTG Parent Handbook

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Our Parenting Cooperative

Woodinville Toddler Group is a parent cooperative affiliated with the Lake Washington Institute of Technology Parenting Education Program. We have been in existence since 1988. Our success is dependent upon the participation and enthusiasm of our families. The only way to have a successful parent cooperative community is through *open communication* and *class participation*. Each caregiver contributes to this by building relationships and community with others and by volunteering to lend a hand and fill needs of the program. During each class session, families are assigned a variety of jobs that help to ensure continuity and cleanliness between classes. In addition, each class rotates responsibilities, referred to as "Class Assignments," that benefit the entire program. These responsibilities may include play yard clean-up, refreshments for evening parenting education, set-up or take-down for special events, doing laundry, and making play dough on a weekly basis. Additional volunteer opportunities are available to sign-up for during orientation. We ask each caregiver to volunteer for one of these tasks that best fits his/her time and interests.

Board of Directors:

Our program operates under a parent Board of Directors. All positions on the Board are filled by parent volunteers, who graciously offer their time and talents. The Board consists of President, Vice-President, Treasurer, Secretary, Events Coordinator, Safety & Facilities Coordinator, Webmaster, and Marketing Coordinator. In addition, each class has a Class Coordinator that represents their class on the Board of Directors and at monthly Board meetings. The instructors serve on the Board in an advisory capacity and are non-voting members. The Board of Directors establishes the policies of our organizational structure and are responsible for the financial decisions regarding Woodinville Toddler Group. Board members are elected on an annual basis, with each new term beginning on June 1st. All students at WTG are welcome to attend Board meetings! Board Members are not allowed to be compensated as they have voting rights, and for insurance purposes must be volunteers. However, all families who attend WTG, including board members, are eligible to apply for a Fee Waiver, if needed. To recognize the hard work of all Board Members, WTG holds a Board Appreciation event at the end of the year.

Email contacts for board members:

- President: president@woodinvilletoddlergroup.com
- Vice-President: vp@woodinvilletoddlergroup.com
- Treasurer: treasurer@woodinvilletoddlergroup.com
- Secretary: secretary@woodinvilletoddlergroup.com
- Events: events@woodinvilletoddlergroup.com
- Safety & Facilities: safety@woodinvilletoddlergroup.com
- Webmaster: webmaster@woodinvilletoddlergroup.com
- Marketing: marketing@woodinvilletoddlergroup.com
- Registrar (non-voting member): registrar@woodinvilletoddlergroup.com
- Class Coordinators: [class day and time]@woodinvilletoddlergroup.com
 - Ex: tuesdayam@woodinvilletoddlergroup.com

Support Team and Clean Up Team:

Woodinville Toddler Group utilizes several other support and clean up positions within our program. These positions are not Board positions, and do not require attendance at Board meetings. All positions are filled by parent volunteers, who graciously offer their time and talents to our program.

Our Support Team consists of our Children's Librarian, Parenting Education Librarian, Purchaser, and Yearbook Coordinator. These positions cannot be compensated, however to recognize the great contributions of these individuals, WTG may offer a token of appreciation at the end of the year. All families who attend WTG, including support team members, are eligible to apply for a Fee Waiver if needed.

Our Clean Up Team consists of three Monthly Toy Cleaners. Due to the requirements of these positions, these jobs do receive compensation in the form of a tuition reduction.

Instructors:

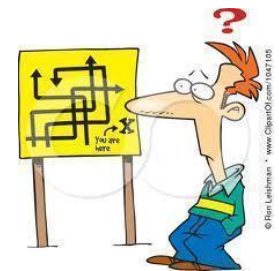
The Woodinville Toddler Group Instructors are hired in conjunction with Lake Washington Institute of Technology (LWTech). Instructors work with a parenting education coordinating supervisor at the college, as well as faculty members at various parent cooperative sites. Instructors are responsible for parenting education, children's curriculum, and the overall continuity of the toddler program. Instructors are required to have a minimum of a Bachelor of Arts degree in an early childhood related field. They must also have current CPR and first aid certification.

Location Information

Woodinville Toddler Group meets at Northshore United Church of Christ.

Meeting Location: 18900 168th Ave NE
Woodinville, Washington 98072

Mailing Address: 4241 Woodinville-Duvall Road, #138
Woodinville, Washington 98072



Driving Directions to WTG:

From I-405: Take State Road 522 East exit toward Monroe and Wenatchee. Take the second Woodinville exit, which is NE 195th Street. Take a right off the exit onto 195th Street. This road turns into Woodinville-Duvall Road. Continue uphill to the sixth stoplight. Turn left at 168th Avenue NE (The Elementary campus for Bellevue Christian School is at this intersection). Go about one block; the church is on the right side.

From Avondale Road: Head north toward Woodinville until the road ends (Safeway is on the left corner). Take a left at the stoplight onto Woodinville-Duvall Road. Take a right onto 168th Avenue NE. Go about one block, and the church is on the right side.

WTG does **not** have a school phone on site. The church phone number is 425-483-6557; it is staffed for limited hours. WTG has a message line that is checked weekly by our volunteer Registrar. This number is (425) 224-6822. Please contact your Class Coordinator or Instructor for information

pertaining to the program or to report absences. WTG's website address is www.woodinvilletoddlergroup.com.

Lake Washington Institute of Technology (LWTech) is located in Kirkland.

Address: 11605 132nd Avenue Northeast
Kirkland, Washington 98034

Driving Directions to LWTech:

From I-405 North: Take exit 18 (Kirkland/Redmond exit). Turn right toward Redmond. At 132nd Ave. NE, turn left. Go north about two miles. Campus is on the left.

From I-405 South: Take 124th St. exit. Turn left on NE 124th St. over freeway. Go through second stoplight (where 124th St. crosses 124th Ave., NE) and third light. At fourth light, intersection of Slater Ave., curve to the right onto Slater Ave. At first stoplight, turn left onto NE 120th St. (also called 132nd Ave. NE). Go up the hill. Campus is on the right.

From Redmond: Take NE 85th St. westbound. Turn right on 132nd Ave. NE. Go north about 2 miles. Campus is on the left.

Avenues of Education

Goals of WTG's Parenting Education Program:

- To enable parents to understand their children's needs, capabilities, individual differences and to develop parenting skills, strategies and resources which encourage development.
- To provide access to current information and community resources to help families improve the quality of their lives.
- To provide a group discussion experience of parenting topics, encouraging an atmosphere of mutual support and caring.
- To help adults to identify their own needs and to satisfy these in a manner consistent with responsible childcare.
- To help families identify problems early and find solutions.
- To utilize the talents, energies, and knowledge of parents to enrich the program for children and adults.

In-Class Parenting Education at WTG:

Each registered caregiver participates in in-class parenting education every other week. This is an opportunity to discuss child development, parenting issues, and to gain support and insight from other caregivers.

Half of the caregivers participate in parenting education while the other half interacts with and supervises all children. These roles are reversed the following week. It is a requirement of the program to attend these in-class parenting education sessions. Caregivers will be assigned to parenting education discussion groups, which will be changed mid-year. The number of hours needed for in-class parenting education are determined by the college.

It is imperative to be aware of where and what the children you are supervising are doing, and to be available to meet their needs at all times. At WTG, we work as a team! This is an opportunity to interact and support ALL children within your class. Children who have caregivers in the discussion group, should not be "wandering" without supervision or interaction – please engage them! Children may need your assistance with art activities or hand washing. Please do not hesitate to

contact the child's caregiver during their parenting education discussion if you are uncomfortable with any situation, or if the child could benefit from a few minutes with his/her caregiver. You will get to know each child and caregiver in the class as the year progresses.

We have an open-door policy for children and caregivers who are not yet ready to separate for in-class parenting education. It is helpful to bring in a quiet activity (books, puzzles, crayons) for your child to engage with while you participate in the discussion. Items should be returned to the classroom after the discussion. Many caregivers prefer to refrain from discussing their child in his/her presence. Always feel free to contact your Parenting Education Instructor if you have any questions or concerns, or to discuss techniques for dealing with separation.

Instructors have researched and prepared information for weekly or monthly topics that provide caregivers with insight into cognitive, emotional, physical, and social aspects of a toddler's growth and development. During each in-class session, the instructor will offer caregivers an opportunity to bring up individual parenting questions, and to discuss challenges and joys of parenting – regardless of the topic.

Evening/Weekend Parenting Education at WTG or LWTECH:

****Please see “All School Calendar” for specific events and dates offered. You will receive this document at Orientation Night****

Evening/Weekend parenting education events are held on varying evenings during the month, and occasionally offered during the day on a Monday or Saturday. We offer events both in-person and online via Microsoft Teams or Zoom. We do not offer events on a set day of the month (ie: every second Tuesday) to accommodate as many family schedules as possible. These evening events may include the entire LWTech Parenting Education membership, just the WTG membership, or could be an individual class meeting. Presentations are given by WTG instructors or guest speakers. Two to three times per year, all the LWTech Parenting Programs combine for an evening of parenting education online via Microsoft Teams or Zoom. This enables us to schedule top-notch parenting educators, while keeping costs down. It also offers us an opportunity to come together as a community of parenting education programs! All parenting education events will provide you with valuable information related to your infant or toddler's development.

In-person evening parenting education events give you an opportunity to socialize with other caregivers. **For the benefit of the speakers and other families attending, please leave your children at home with another caregiver, guardian or sitter unless otherwise specified.** Due to our insurance policy, WTG cannot allow children (other than young infants) to attend evening lecture events. Please ask your instructor if you have questions.

We do hold several daytime/weekend events where children and other family members are welcome; special event insurance forms have been filed for these activities.

Membership Meetings are held twice yearly, prior to the start of an evening presentation. These meetings are run by our Board President and are meant to keep parents informed of the happenings at WTG. This is also a time where a vote by the membership may take place as needed. Meeting minutes are posted on our website for members to review.

Parenting Education Library:

A parenting library is available for your use throughout the school year. Library books are color-coded by topic. A “key” to the codes is posted on each end of the library cart. To check out a book, please complete a check-out card with your name, class time, and date. File the completed

card under your class's section in the library card envelope located on the cart. Materials may be checked out for four weeks at a time. Please check out a maximum of two items at a time. When returning books or other materials, please return the check-out card to the book/DVD and reshelve on the library cart according to the color code. Please notify the librarian of any lost materials to assess the replacement value. Suggestions for new books or parenting resources may be given to the librarian. Donations of gently used parenting books are always welcome!

The parenting education library typically closes in early May. An inventory is done at this time. Please be sure to have all your items returned promptly to aid in the wrap-up of the school year.

Children's Library:

WTG has a wealth of children's books available for in-class reading. Books are rotated monthly by our volunteer librarian. The books offered relate to our current curriculum. Please place any damaged or torn books in the librarian mail folder. Some children's books related to our parenting topics are available for check out on our parenting education library cart.

Scholastic Books:

Books for personal use may be purchased through the Scholastic Book program. This is offered as a service to our members and participation is completely optional. Our volunteer Children's Librarian prepares a selection of flyers and makes them available on the Welcome Table, but all orders are made online. Books typically arrive about two weeks after the Librarian submits the order and are distributed during class.

- Register at www.scholastic.com/bookclubs
- Enter the class activation code: GMB8D
- Choose your books and submit the online order; our librarian will take care of the rest!

WTG Website and Jovial

Woodinville Toddler Group Website:

WTG's website is www.woodinvilletoddlergroup.com. Please check the site for forms, calendars, schedules, and current happenings at toddler group. The "current student" information is password protected. The website is maintained by our volunteer Webmaster on the Parent Board of Directors.



The login is "**wtgstudent**" and the password is "**23Student24**".

Jovial:

WTG utilizes the free online program, Jovial, for all our registration needs. As a family at WTG, you will use this program to see your family profile, check your completed Requirements, complete WTG's online forms, and pay tuition or reservation fees.

To access the Family Portal, go to www.jovial.org/wtg/family. Enter the email address you listed on your registration form. Jovial will send an email to that address containing an access link to the Family Portal. You do not need to create a password or username to access Jovial.

Grading Procedures

Welcome to College!

Each participating adult is a student with Lake Washington Institute of Technology. The instructors are employees of the college *and* of the toddler group. They are hired as Parenting Educators.

Our toddler group year consists of three quarters: fall, winter, and spring. Each college quarter runs for ten weeks of class.

Credit fees are taken from the quarterly tuition fees collected.



Enrolled adults earn **two credits each quarter**. All grades are Satisfactory (S) or Unsatisfactory (U). The **S** indicates a satisfactory level of performance by the student. By assigning an S grade, the instructor certifies a performance level of at least 2.0 or higher. Credit is earned, but the S does not affect the GPA calculation. A **U** grade is assigned when the level of performance is below a 2.0. A U grade does not earn credit and does not affect the GPA. Students who attend briefly, rarely, or not at all, may be assigned a **Z** grade (unofficial withdrawal). Students who earn two consecutive unsatisfactory grades may not be allowed to enroll for the following quarter.

Parenting education discussions are considered the lecture portion of the course, and the toddler group class is considered the lab to apply principles of parenting skills learned. One credit is earned through attendance of 10 hours of lecture (in-class parent education and/or evening parent ed. events) per quarter. The second credit is earned through a total offering of 20 hours of laboratory experiences per quarter (weekly classroom time, and outside family and community activities).

Earning Credit:

To earn credit, enrolled adults must also fulfill the requirements of Woodinville Toddler Group. This means attending class on a regular basis, participating during in-class parenting education and attending Evening/Weekend Parenting Education events. Please see table below for how many events your family must attend to earn credit with LWTech. We encourage you to attend more than the required number of events, as we have so many excellent choices this year!

Type of Enrollment	Number of Adults Required to Enroll with LWTech	Number of Events required per family per year	Number of credits EACH adult earns per year
Toddler and Parent	1	9	6
Toddler, Parent, and Caregiver	2 (Only 1 adult required to regularly attend class)	9	6
Toddler, Infant (under 1 yr as of Aug 31 st)	2 (Only 1 adult required to regularly attend class)	9	6
Toddler, Sibling (over 1 yr as of Aug 31 st)	2 (Only 1 adult required to regularly attend class)	9	6
Toddler Twins	2 (Only 1 adult required to regularly attend class)	9	6
Toddler and Parent enrolled in 2 classes	1	14 (2 make-ups allowed per qtr.)	12

Additional information:

- Families must attend 3 or more events by the end of Fall quarter, 6 or more by the end of Winter quarter, and 9 by the end of Spring Quarter
- You may “front load” your events for the year. For example, you may attend 5 events in the Fall, which means you would only need to attend 1 event in the Winter (to meet the 6 events required by the end of Winter).
- Both parents (or other caregivers) may work as a team to attend the events. **HOWEVER**, credit for attendance at evening/weekend events is given **per family** in attendance, **not per individual** family member. This means that if two family members attend the same event, the family earns credit for one event, not two.

Nannies/Caregivers:

A nanny/caregiver may **only** attend class with the child they care for. They **may not** bring their own child to the same class. However, they are welcome to register in a separate class and attend that class with their own child.

- Both the nanny/caregiver and a parent need to register with the college. However, only one adult needs to attend class regularly.
- The nanny/caregiver and the parent may work together as a team to fulfill the evening/weekend parenting education requirements (see “Earning Credit” table for more information)

How to Check Off Events on Jovial:

It is each family’s responsibility to check off the Evening/Weekend events attended prior to the last week of each quarter. **Failure to check off events may result in loss of credit.** Consider logging the event immediately after attending or setting a reminder in your calendar to log them at least one week before the quarter ends.

To check off the Evening/Weekend events attended:

- Go to [Family Portal](#) (see “WTG Website and Jovial” section for more information)
- Click on “Forms”
- Complete the Parent Ed Event form and submit

LWTech Student Benefits:

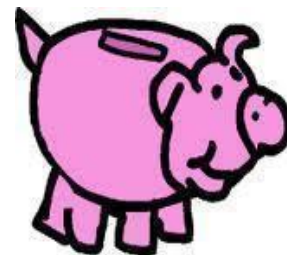
The class syllabus will be sent with the weekly email at the beginning of each new quarter. Keep these documents for your records.

As an LWTech student, you are eligible for a student ID. Please apply at the college in person at the Information Desk in the West Building (W201, bottom floor). A college employee will take your picture and make a card while you wait. ID’s may be used for discounts within the community. There are some great discounts available for being a college student!

Students can access current transcripts and grades by calling (425) 739-8104 or online via their LWTech CTC Link Account.

Grades are not mailed. Student identification numbers (SIDS) and personal identification numbers (PINS) are required to access this information online. Official transcripts must be requested in writing at the Admissions and Registration office. Credits earned are under parenting education.

All Things Financial



Parenting Education credit fees are paid to the college out of the tuition amount paid to WTG.

Tuition is paid 3 times a year: September (at class orientation), November and March.

****Fall Quarter tuition must be paid by the end of orientation week to hold your spot in class.**

Quarterly Tuition Rate:

- **Toddler and Parent - \$180**
- **Toddler, Parent, and Caregiver - \$220**
- **Toddler, Infant (under 1 year old as of Aug 31st), and 2 adults - \$220**
- **Toddler, Sibling (over 1 year old as of Aug 31st), and 2 adults - \$320**
- **Toddler Twins and 2 Adults - \$320**
- **Toddler and Parent enrolled in two classes - \$320**

* If a check is returned due to non-sufficient funds, a \$12 NSF will be paid by the family.

* If tuition has not been paid in full by the 3rd week of the quarter, a \$25 Late Fee will be added to the current quarter's tuition.

Enrollment:

WTG has open enrollment fall and winter quarters. Those registering after LWTech's 10th day of the quarter will have their college registration held until the following full quarter. In Spring, WTG does not enroll new families after LWTech's 10th day of the quarter.

Participating adults who attend WTG on a regular basis must be enrolled at LWTech.

All required forms must be completed prior to enrollment in the program. These forms include the WTG reservation form, LWTECH application for new students, the LWTECH registration form, an immunization record (or exemption), parent agreement / permission to photograph form, and infant registration form (if applicable).

Families who wish to transfer to another LWTech Parenting Education program may transfer the reservation fee, on a prorated basis, prior to the start of the quarter.

Siblings are encouraged to enroll in age-appropriate classes. Please note that siblings that enroll in the same class, will have the curriculum for the designated class age range, and will not have a curriculum geared specifically for each child.

Registration Fee:

Annual, non-refundable fee of \$99 per family due at registration. This fee is prorated for families joining later in the school year. Joining Winter Qtr. = \$66. Joining Spring Qtr. = \$33.

Tuition Assistance:

WTG budgets tuition fee waivers for families needing financial assistance. Applications are reviewed by the volunteer fee waiver committee, which is composed of three members of the Board. The number of waivers offered each school year is based on the financial standing of our organization

and is at the discretion of the fee waiver committee. Waivers are granted on an annual basis and reviewed on a quarterly basis. Individual application results will be sent to parents via email. Fee waiver requests may be made for 25%, 50%, 75%, or 100% of total tuition due.

WTG operates on an honor system when granting fee waivers. We do not require applicants to provide personal and/or confidential financial records. In turn, our expectation is that the recipient is in true need of financial assistance. Therefore, we ask that the recipient inform our Treasurer if a fee waiver is no longer needed, or if the amount awarded can be reduced. Contact our Treasurer by sending an email to treasurer@woodinvilletoddlergroup.com.

Regardless of waiver status, please note that registration fees are not eligible for fee reductions and must be paid at the time of enrollment. Tuition fees also need to be paid if they are due before the fee waiver committee has reviewed your request. If your waiver request is then granted, a refund for the approved waiver amount will be issued.

All waiver recipients must fulfill the WTG requirement of attending **at least three** evening parenting education events per quarter. Failure to fulfill this requirement may result in having a waiver revoked.

To apply for a tuition fee waiver, please complete a "Tuition Assistance Application," which can be found on the [Family Portal](#).

Withdrawal:

As a courtesy to WTG, please give a two-week notice prior to withdrawing from the program. Once a member has enrolled and withdrawn, she/he may not enroll again in the same year without the approval of the Board of Directors.

Refunds Due to Withdrawal From Class:

To be eligible for a tuition refund, the parent/guardian must email their withdrawal request to the WTG Registrar at registrar@woodinvilletoddlergroup.com by the deadlines listed:

- Before the start of the first week (each qtr.) 100% refund
- After the first class, but before 6 classes are held..... 50% refund
- After 6 classes are held No refund available

If you withdraw before the first week of class of the quarter, you will be eligible for a full refund. If you withdraw after the first class, but before 6 classes are held, you may receive a refund of 50% of your tuition. If you withdraw after 6 classes are held, you are not eligible for a tuition refund. Simply not attending a class does NOT make you eligible for a refund—you must notify the Registrar of your intent to withdraw. **Before contacting the Registrar, please discuss your withdrawal with your instructor or Class Coordinator.**

To request a tuition refund, complete a "Refund Request" form, which can be found on the [Family Portal](#). Refunds will not be granted by telephone or email. Students forfeit all claims to a refund if they fail to officially notify the Registrar of their intent to withdraw, or if they are suspended or terminated for misconduct. Whenever possible, refunds will be issued back to the credit card/ACH account last used for tuition payment. If the refund cannot be issued electronically, a check will be mailed to the address provided on the Refund Request form. Please allow up to four weeks to process.

New Baby:

Newborn infants may be brought to class for a MAXIMUM of twelve weeks of age without registering in a toddler and infant spot. Families registered for an official infant spot may bring their infant for

the entire school year. **All** new babies must be on record with WTG by completing an “Infant Registration” form, whether they will be attending past the 12-week mark or not. This form is located on the [Family Portal](#).

When families register for Infant spots, the due date or date of birth for the infant must be provided on the registration form. Infant spots are at a premium and must be paid for the full school year; regardless of when a family “uses” the spot.

Due to possible accidents, our insurance carrier requires that infants be carried in a front pack during the 12-week period. Infants may not be left on the floor, on shelves, in an infant seat, on the parenting education table, or in a stroller.

Program Budget:

WTG operates under a yearly budget, and posts monthly working budgets to our website, located under student log-in.

Fundraising Philosophy:

Fundraising Mission Statement:

Fundraising for the Woodinville Toddler Group helps us better achieve our mission to enrich parenting skills, provide a developmental curriculum, build a community of support, and play, learn and explore. Monies earned through fundraising and donations may be used to provide fee waivers, improve our classroom environment, enrich classroom supplies and supplement our parenting education program, benefiting students, parents and the community.

All fundraising activities are intended to enrich our program and are provided for “fun” as well as financial gain. There may be fundraising options to participate in throughout the year, and each is strictly voluntary.

Many companies match your funds when donating to non-profit organizations. Please consider WTG when deciding where to make financial donations.

Financial Disputes:

- All financial policies and procedures are determined by the individual Parenting Education groups (such as WTG) and not LWTech. The college does not have jurisdiction over any financial decisions made by parenting education groups.
- For questions about financial policies, or to make a dispute, please contact our Treasurer.
- All financial disputes will be reviewed by the Executive Board (President, Vice-President, and Treasurer) and possibly brought to our full Board of Directors for review.
- Decisions made by our Executive Board and/or Board of Directors are final.

Emergency and Safety Information



Risk Management Manual:

Woodinville Toddler Group operates under the guidelines of our Risk Management Manual, written and required by the Organization of Parenting Education Programs (OPEP), in Washington State Community and Technical Colleges. All college programs follow these same guidelines. Our health guidelines, immunization requirements, and emergency policies are set by Risk Management policies and must be adhered to. Should you want to see the full information provided by the Risk Management Manual, please request a copy from your instructor or Class Coordinator.

Incident and Accident Reports:

An Incident is any occurrence not requiring first aid or medical attention but *could* at some point. An Accident is any occurrence that requires first aid or medical attention. Forms must be completed and signed if an Incident or Accident occurs on school grounds. Report forms are located on the welcome table, in a labeled file in the green crate. Witnesses sign and date the form and turn in to the instructor to sign and distribute copies.

All caregivers must view the Risk Management Safety Video prior to enrollment. It is suggested that you view the AED Use Video as well. The videos are located on our website under the Student Page.

All safety procedures are discussed during fall orientation. Fire drill procedures are reviewed in-class on a quarterly basis, and earthquake drills are reviewed at least twice yearly.

Emergency exit plans are posted in each classroom by the first aid kits.

First aid kits are located on the top of the wood cupboards in each classroom. Look for the "Red Cross" symbol attached to the wall above the kits. Please use the gloves provided when contact with blood is possible.

An **emergency phone** is located to the right as you enter the church's kitchen. Emergency numbers are posted by the phone. Our church location address is posted near each first aid kit.

The **fire extinguisher** and **AED** are in the hallway. Infant pads for the AED are located there as well.

In case of fire, caregivers locate their child(ren) and calmly exit out the nearest doorway and proceed to the basketball hoop located in the parking lot on the north side of the circular drive. There are additional exit doors through the sanctuary and in the classroom at the end of the hallway. The last person to leave each classroom should remove the doorstop and shut the door. The instructor will check bathrooms. The instructor will check the attendance roster to ensure that everyone is accounted for.

In case of an earthquake, stop, drop, and hold. If indoors, move near supporting doorways, into halls, or against inside walls. Move away from windows and suspended light fixtures. Determine which tables are appropriate to duck under. Do not enter or leave a building during an earthquake.

If outdoors during an earthquake, move away from buildings and utility wires. Once in the open, stay there until the shaking stops. If in a moving vehicle, stop as quickly as safety permits. Stay in the car until the shaking stops.

When the initial quake subsides, check for injuries, and give first aid. Be prepared for aftershocks. Turn on a battery-operated radio (located on the bottom shelf of the tall cupboard in the blue classroom), to get the latest emergency information. If the building has sustained structural damage, calmly evacuate with your child and move to the designated area by the basketball hoop.

Emergency supplies are in the outside storage shed. The bins are stacked in the far-right corner. Currently, the Instructors, church office staff, and select board members have a key to unlock the shed. Flashlights and radio are located on the bottom shelf of the tall cupboard in the blue room. **It is recommended that families keep emergency supplies in their cars.**

Safety and emergency information will be posted on or near our bulletin board in the green room. Required health and safety information for staff is located on the inside door of WTG's art supplies closet in the green room.

Front Door Security:

To add to building security, the front door of the building is ***always locked***. The instructor will greet families at the door at the beginning of their class. ***The door will not be opened until the time that your class begins.*** This allows Instructors to prepare for class and meet with families between classes. ***If you are early, please do not knock on the door or ring the doorbell unless it is urgent.*** Families are always welcome to enjoy the play yard before class begins.



A doorbell is attached to the WTG sign at the front door. Please ring this bell ONLY if you are late to class. The instructor or a class member will open the door for you.

Occasionally, **church members** are in the building during WTG class times. These adults can be easily identified by the church name tag they wear.

Weapons Policy:

A weapon means any firearm, explosive, knife, club, or other object that has been designed with the intent to harm another person or property (or replica of such a firearm or object) or any object used to inflict harm to another person or property. No weapons or firearms, whether concealed or not, or any other dangerous items or devices are allowed on the school property.

Adult Medication Policy:

All adult belongings should be stored out of reach of children, and medications or other dangerous items must be safely secured away from children.

Emergency and Precautionary Statements:

If for any reason, a caregiver is **unable to locate their child** at toddler group, the following procedure is followed:

1. Caregivers who are assigned to supervise children, will continue to do so until the child is located.
2. Caregivers who are currently in or assigned to in-class parenting education will immediately begin to search for the child in the classrooms, additional church rooms, bathrooms and sanctuary.
3. The child's caregiver will check the play yard.
4. The instructor will check the front parking lot.

WTG Standing Policies

Non-Discriminatory Policy as to Students:

Lake Washington Institute of Technology provides equal opportunity in education and employment and does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; the presence of any sensory, mental, or physical disability; genetic information; or whether a disabled veteran or Vietnam era veteran in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990 and the Age Discrimination Act.



Membership:

Membership is open to parents or guardians with child(ren) who are eight to forty-two months of age as of **August 31st of the current school year**. Any exception to the above rule shall be by the approval of the Board and/or the instructors. The instructors have the authority to remove a child from an individual class or from the toddler program.

Class Sizes and Age Requirements:

The number of students per class is determined by Lake Washington Institute of Technology. Woodinville Toddler Group reserves the right to adjust program requirements to fill classes, or to benefit individual classes. On occasion, children outside of the designated age range may need to be accommodated to fulfill college requirements.

Leave of Absence:

A member must continue to pay tuition to hold a spot in the class if they desire to take a leave of absence. Leaves must be approved by the Board of Directors. Please submit a letter requesting a leave of absence to your Class Coordinator. Without a leave of absence letter on file, WTG has the right to fill the spot with a new family.

Class Transfers:

On occasion, families need to transfer classes based on personal needs or schedules. Please discuss any transfer requests with your Instructor and Class Coordinator **prior** to contacting our Registrar. Transfer requests may be accommodated pending availability.

Guidance Policy:

"Discipline means providing guidelines and support for young children while they are learning how to manage their emotions, deal with disappointment and frustration, and form relationships with other people" (Talaris, 2011). At WTG, we believe that discipline must be kind, firm, respectful, consistent, and related to the child's behavior and individual needs. Redirection and support for the child's emotions is a key element. We do not use time-outs at WTG; however, sometimes a child (and caregiver) may benefit from a few (non-punitive) minutes away from an activity as an opportunity to calm down and regroup.

Rules, boundaries, limitations, and clear expectations are used to assist the child in learning appropriate behavior. As we work with other caregivers' children, it is important to remember that our role is to support and guide the child. Instructors may also offer guidance to families on an individual and confidential basis. Corporal punishment is never permitted.

Health Policies:

Woodinville Toddler Group is a place for healthy children and adults. Each caregiver is responsible for determining the health of his or her own child before coming to class. Please stay home if you are in doubt. It is helpful to email/text your classmates or coordinator if you will be absent. Be sure to find a replacement for any assigned duties. You will be missed!

Adults should follow the same health guidelines as the children. We want everyone to share in the fun at toddler group, but coming to class ill is not one of the better ways to share! Children and adults with a known or suspected communicable disease are not permitted to attend class.

Children and adults with any of the following symptoms will not be permitted in class:



- Fever of 100 degrees F (under arm) or higher
- Vomiting on 2 or more occasions within the past 24 hours
- Sore throat
- Earache
- Diarrhea – 3 or more watery stools within a 24-hour period or 1 bloody stool
- Any rash, especially with fever or itching
- Eye discharge or pinkeye- children can be readmitted after medical diagnosis to rule out bacterial or viral infection or 24 hours on antibiotic treatment
- Early stages of illness including sore throat, persistent cough, and runny nose
- Fatigue that prevents participation in regular activities, sick appearance, not feeling well
- Open or oozing sores, unless properly covered, or 24 hours on antibiotic treatment
- Lice and scabies –children and adults may return to school after treatment (contact local Health District for treatment protocol)
- Any symptoms that indicate a child or adult is not feeling well

A child who is unusually tired, fussy, or just not behaving as they normally do may be in the beginning stages of illness. Please be prepared to leave class early if circumstances indicate. This happens to everyone at some point! Neither caregiver nor child should feel uncomfortable when there is a need to leave early.

Please alert your Class Coordinator if your child has an illness other than a cold or flu, so other caregivers in the class may be notified of the symptoms if necessary. Please share with the instructor and classmates when your child has been cleared by a doctor to attend class; this alleviates any “question” about children with lingering illness, or those with symptoms caused by something other than a communicable illness.

COVID-19 Specific Policies:

WTG follows COVID-19 specific guidelines that are mandated by the health department and OPEP.

Please inform your instructor immediately if you or your child is diagnosed with COVID-19.

People who are ill and had known exposure to COVID-19:

- Should be encouraged to be tested for COVID-19 and follow DOH guidance for what to do if you have confirmed or suspected COVID-19. This guidance applies regardless of COVID-19 vaccination status.
- They should isolate or quarantine according to the following recommendations:
 - If the person tests positive or is not tested, they should isolate until at least:

- 5 days since symptoms started, or positive test specimen collection date if no symptoms are present
- 24 hours after fever resolves without use of fever reducing medications, AND Symptoms have improved.
- They should wear a mask around others until day 10 after onset of symptoms, or positive test specimen collection date if no symptoms are present.
- If the person tests negative, they should:
 - Quarantine at home away from others until 14 days after last exposure, OR Isolate until at least:
 - 10 days since symptoms started or positive test specimen collection date if no symptoms are present and
 - 24 hours after fever resolves without use of fever reducing medications and
 - Symptoms have improved

If someone is Fully Vaccinated, The Centers for Disease Control and Prevention (CDC) recommendation for fully vaccinated people states that fully vaccinated people with an exposure to someone with COVID-19 are not required to quarantine or get tested for COVID-19 if they meet all the following criteria:

- Are fully vaccinated.
- Have not had symptoms since current COVID-19 exposure.

People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, like the Pfizer or Moderna vaccines
- 2 weeks after a single-dose vaccine, like Johnson & Johnson's Janssen vaccine.

A staff member, caregiver, or child, who had confirmed COVID-19 can return to the program when they have recovered, and they meet **all** the following criteria.

- At least 5 days since symptom onset or positive test specimen collection **AND** a Negative Antigen test **or** 10 days since symptom onset or positive test specimen collection date
- 24 hours after fever resolves without use of fever-reducing medications
- Symptoms have improved

Anyone meeting **all** the above criteria may return to class. They must mask on days 6-10 following a COVID-19 infection. Any child in the program who is too young to wear a mask or is unable to wear one properly may not return to class until 10 days after symptom onset or positive test.

Immunization Records:

An Immunization Form or an Exemption Form for each child **must** be turned in before the child can attend class at Woodinville Toddler Group. The immunization records must be kept on file at Woodinville Toddler Group prior to beginning class. Immunization records must also be completed for enrolled infants in the +infant slots. Immunization Exemption forms must be signed by a medical practitioner, in addition to the parent or guardian. By signing the **exemption form**, parents acknowledge that their child may be excluded from attending toddler group in the event of an outbreak of a vaccine-preventable disease for which the child is exempt. The child will be excluded from class until the local public health officer decides it is safe to return. Immunization information is handled confidentially by our program; information **will not** be shared with other parents.

Exemptions for MMR vaccine: The state of Washington has removed the personal and philosophical option to exempt children in public and private schools and licensed childcares from the MMR vaccine required for attendance. Medical and religious exemptions are not affected by this new law. Though we are not a licensed childcare facility, all programs affiliated with the Lake Washington Institute of Technology will follow this directive. **Only medical or religious exemptions will be allowed for the MMR vaccine.** The exemption form is available on our website, as well as at this link: https://www.doh.wa.gov/Portals/1/Documents/Pubs/348-106_CertificateofExemption.pdf. Please note, this form **MUST** be signed by a medical professional. Our goal, as always, is to follow best practices and keep our preschools and toddler groups safe for all families.

Please include class day and time in the upper right-hand corner of your immunization form; for example, Tues AM. All completed immunization / exemption forms may be placed in our labeled, black mailbox, during class orientations. For families joining later in the year, please place immunization forms in the secretary's mail folder, located on the Welcome Table in the green crate.

Hand Washing:

Children and caregivers are required to wash hands upon arriving to toddler group, prior to snack, and after using the restroom. WTG encourages families to wash hands with soap and water frequently to help prevent the spread of illness.

Use liquid soap and running water for hand washing. Hands should be washed for at least 20 seconds. Hand washing steps:

- Wet hands
- Apply liquid soap
- Wash – make bubbles
- Dry with paper towel
- Use paper towel to turn off the water



Extra paper towel rolls for the blue room sink dispenser are located under the sink. The key to unlock the dispenser is in the top right drawer. Please refill the dispenser as needed. Please alert your instructor if paper towels or toilet tissue is needed in the restrooms.

Children and adults are encouraged to use their “sneeze pocket” – this means coughing or sneezing into the crook of your arm instead of covering your mouth with your hand.

Toy Cleaning:

Toy cleaning buckets are in each classroom for your convenience. Put all **mouthed toys** in the blue bucket when the child is finished playing with it. Toys will be disinfected by parents during snack. Toys are never allowed in the restrooms.

Please notify an instructor if you feel a toy or equipment item needs to be repaired, should be discarded due to wear and tear, or has become a safety issue. Let instructors know if the classrooms are too hot, or too cold, so the temperature can be adjusted. We like our families to be comfortable!

Diaper Changing:

Diaper changing tables are in both the men's and the women's restroom. Please use the provided bleach solution to sanitize the table after use. Dry with a clean paper towel.

Diapers may never be changed in the classroom or hallway and must always be changed on the changing tables in the bathrooms. This is due to our Risk Management Policy and includes newborn infants.

Plastic bags are provided for dirty diapers. It is a state health regulation that **ALL DIRTY DIAPERS MUST BE TAKEN HOME WITH YOU, and not discarded on the premises.** Hands must be washed before returning to class.

Composting and Recycling:

Northshore United Church of Christ (NUCC) has adopted a composting and recycling program. Please do your part to contribute to the success of the program. Thoughts to consider:



1. Should I take this home and reuse it?
2. Can it be composted? If "yes," look for the large green bin, located in the green room, with the "COMPOSTING" sign.
3. Can it be recycled? If "yes," look for the white bins, located in each classroom, with the "RECYCLE" signs.
4. Do I need to just throw it away? If "yes," look for the black trash cans, located in each classroom and labeled "GARBAGE".

Waxed paper cups, uncoated paper plates, paper napkins, unwanted food, food soiled paper, flowers, and plants, can be **composted**. Used bulletins, newspaper, scrap paper, catalogs, rinsed juice and milk cartons, plastic bottles or jugs and yogurt containers, aluminum and tin cans, and unbroken glass bottles or jars without lids can be **recycled**.

The following items should be put in the **garbage**: tissues and baby wipes used in the classrooms, plastic food wrappers and plastic eating utensils.

Encourage toddlers to place all waste in the appropriate cans. Please be aware that we have a black can labeled "laundry" under the painting easel. Soiled towels and doll clothes may be put here.

Safety Gate:

While nothing replaces diligent supervision, we have many safety mechanisms and procedures in place at WTG. There is a child safety gate at the classroom entrance. The gate is to be opened and closed by **adults only**. Please "press the button" and "lift the gate" to swing open toward the classrooms. While we encourage children developing independence, we want to *discourage* children's use of the gate so it stays a safety mechanism that children cannot easily open.

Please pay particular attention to the door to the play yard by assuring that it is firmly closed and that children are not playing on the handle or attempting to open it to go outdoors without adult supervision.

Cell Phones:

Cell phones are permitted in the classroom **to use as a camera**, and in case of emergency. **Texting and internet use is not allowed**. It is important that caregivers refrain from using devices in the classroom for the safety of the children. Caregivers in the parenting education discussion are expecting that all adults in the classrooms are keeping a close eye on their child so they can relax and focus on the adult discussion. Caregivers in the classrooms should also be modeling appropriate social interaction, emotional connection, and eye contact with our toddlers and fellow caregivers. Please treat the two hours we are in class as "quality time."



School Closures:

While WGT attempts to follow the holiday and closure schedule of the Northshore School District, we do have our own school calendar. Class may be held on a day when your school district has a holiday. In case of snow or inclement weather, Class Coordinators will send an email letting you know if class is canceled. If NSD is closed because of snow, WGT is also closed. If NSD is running two hours late, morning classes will be cancelled but afternoon classes may be held. If possible, check your email before heading to toddler group each week for any last-minute information.

Guests:

The Lake Washington Institute of Technology insurance carrier requires that only enrolled children participate in the program. **No other children will be allowed to attend toddler group.** Please make this a special time for your enrolled child and make childcare arrangements for other siblings. In addition, **each enrolled child must attend class with his/her own adult.** Another caregiver may not bring or have another enrolled child in his/her care during class. Adult visitors are welcome to join us for class! Any visitor who will be attending class more than twice in a quarter must be registered with LWTech.

Business Solicitation:

Class lists are not to be used for business solicitation. Business advertising is limited to the "Family Share Board" located at the end of the hallway. Business sales may be conducted during evening parenting education meetings, with Board approval.

Confidentiality:

Please handle class lists and personal class information with care. All class rosters and email contact lists should be shredded and/or deleted at the end of the school year. Do not share information from in-class parenting education or class discussions of a personal nature outside of class. The permission to photo form also includes the following information:

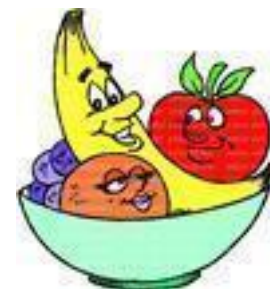
- I am aware that it is my responsibility to let caregivers who are taking photos know if I do not want my child to be included in the photos.
- As a courtesy to other caregivers, if I take photos with other children, I will ask the caregivers of those children for their permission prior to posting the pictures on Facebook, my blog, emailing to others, or any other distribution.

Miscellaneous Information:

- Children are not allowed to be left alone with a single adult that is not their own caregiver. This includes instructors.
- Hot beverages are to be kept out of the children's classroom(s).
- Smoking is not permitted.
- Adults responsible for children must not be impaired by substance use (i.e. medications, drugs, alcohol, or marijuana).
- Children are not allowed in our outdoor supply storage shed.
- Please hold hands with your children and keep them close whenever you are in the parking lot.
- Lost & found is located on top of the coat rack.
- Please do not bring valuables to class.

Snacks and Nutrition

Each class will enjoy snack time together, but each family is responsible for bringing their own snack. ***Please note: WTG is a nut-free facility**



Snack Time Routine:

Tables used for snack are cleaned as part of clean-up time. After you and your child have washed their hands, get your snack from our coat area, and find a spot to sit at one of our snack tables. Children may begin eating snack as soon as they are seated.

Per our Risk Management Manual, all children must sit on their bottoms with their chairs pushed in at the tables; food must be consumed at the tables only. Please do not allow your child to walk around with food in his/her hands or mouth, or to take food to circle. Adults may kneel by the tables or sit on extra chairs next to their child. Please encourage children to assist with wiping up spills and with clearing their place when finished eating. Washcloths and towels for cleaning up are in the bottom drawer next to the sink. Napkins and food scraps can be discarded in the tall, green compostable container.

Please discourage children from kicking the table while eating; this activity is often contagious! Snack is an appropriate time to give announcements or share information with classmates.

Celebrations at WTG:

Please do not bring cupcakes or sweet treats for birthdays; we acknowledge the special day with a song at circle time. Please notify your instructor of your child's birthday prior to circle.

Allergies:

If your child has food allergies, it is your responsibility to alert your Class Coordinator, instructor, and other caregivers in the class.

All food allergies should be posted on the bulletin board in the snack room; the information will be added to the weekly email as well.

Parents on our Board of Directors with food allergies should alert the Board president and other members. This will help in food preparation for our evening Board meetings.

In Case of Anaphylactic Shock:

In the case of a child with a severe allergy (one that leads to anaphylaxis), the family is responsible for supplying the child's epi-pen. The caregiver should ensure that the epi-pen is available at each class that the child is in attendance. The epi-pen may be placed in the epi-pen holder in the green room at the start of each class or the epi-pen may be kept on the caregiver.

If a situation arises in which a child has an allergic reaction, the first person to witness the emergency is deemed the "first responder." The first responder should stay with the child and notify another adult to:

1. Find the child's caregiver
2. Proceed to the kitchen phone to call 911
3. Immediately return to the first responder; confirm the call has been made.

All other caregivers will then lead their children to another room and close the door. The caregiver should then administer the epi-pen and note the time of first injection. (If the caregiver is unavailable, the first responder may administer.)

The instructor will then assign three adults to supervise the children while the other adults stagger 30-40 feet from each other from the site of the child in emergency, out the nearest exit and to the entrance of the parking lot. This is to ensure that the Fire Department can find the child's location as soon as possible once on school grounds.

Once the Fire Department arrives and they are shuttled to the site of emergency, the caregiver or first responder will advise them of the time of first injection and provide EMS with the remainder of the epi-pen.

Your Day At WTG: The “Lab” Experience

Our children's program follows a weekly or monthly theme. Curriculum calendars are distributed at the beginning of each month.

Arrival:

Classes begin at 9:15 or 12:00. Please plan to arrive on time, but do not ring the doorbell before your class time unless it is an emergency. You are welcome to play outdoors in the play yard if you arrive early. It is an important part of our program philosophy to individually greet each family!

Use your cell phone's camera to scan the QR code hanging outside the door to the building. Complete the health screening and sign-in both you and your child.

Arriving more than ten minutes late may make it harder for your child to transition and makes it difficult to begin parenting education as scheduled. However, we do want you to attend class regardless of when you arrive. If you do arrive late, please assist your child to begin an activity, and then join our parenting education discussion or supervise children as assigned.

Coats and bags may be hung on the rack. Please do not bring valuables or extra food/drinks into class. Children should finish any food or drink before entering classrooms. Children and adults wear shoes at toddler group.

Adults and children must wash hands before entering classrooms. To reduce waiting time, both the men's and women's restrooms are available to everyone. After washing hands, put on name tags for yourself and your child. Remember to check whether you are supervising children or part of in-class parenting education for the day.

All handouts on the welcome table are available for pick-up. Please take a few moments to review the contents on the table, and to sign-up for any events or activities posted there.

Open Choice Play:

We use a play-based educational format that is consistent with a large body of research showing that toddlers learn best through exploratory and creative play; this is consistent with all the toddler groups in the LWTech programs. Play-based preschools have an open format where children engage in self-led exploration before they become developmentally ready for more choices and more sophisticated ideas. It is important that children choose activities and are allowed to stay with that activity as long as they are interested. Many caregivers appreciate the opportunity for toddlers to be exposed to new toys, sensory activities, science, and art projects that they may not have available at home.

We offer large and small motor play, sensory play, playdough, manipulatives, dramatic play, books, puppets, dress-up, building, easel painting, science, self-help, and art activities during open choice play.

The social aspect of our program is another component that is important for toddlers. Be ready to listen and ask if children would like to tell you about what they are doing. Be specific, but not evaluative, with your comments. You can comment on the choice of colors used or remark about how hard the child worked, or how much the child seemed to enjoy the activity.

Help your child learn and follow safe use of the toys and equipment. Encourage children to keep toys in the areas in which they belong or be conscientious about seeing that they are returned to the correct area. It is helpful to have the child assist to put some things away before moving on to

another area. Please encourage riding toys to stay in the hallway. Additional toys should not be placed in the sand or sensory tables as they can be damaged or hard to clean.

Please use a calm and friendly voice when talking to children. Cross the room to the child when you want his/her attention; *this is especially effective during circle time*. Get down to the child's level when you talk to them. When sitting in the classroom, it is helpful to position yourself so you can observe all activities taking place.

Be alert to the safety of the children. Be ready to step in quickly when a child is about to be hurt by a piece of equipment or another child. Children should never be in the hallway, in either classroom, or in the play yard without an adult present.

As we get more comfortable in class, it is fun to visit with other caregivers; please make sure the children's supervision is always the priority.

Please use positive rather than negative statements. Telling a child what they *can* do is more helpful than what they are doing wrong. For example, "Keep the rice in the table," is more helpful than, "Don't throw the rice."

When a child is playing with a toy, he/she may have it until it is voluntarily relinquished. You may say, "Lexi is playing with the fire truck. You may have a turn when she is finished." Please follow through and see that the child does get the toy next if they are still interested. In the meantime, offer an alternate activity. Encourage older children to ask for the toy themselves, such as, "May I have the truck when you are finished?"

Finally, be ready to step in and assist other adults when an area is especially busy. This might include supervising large motor equipment, helping children return toys, interceding when a conflict gets out of hand, or assisting in the paint area with smocks or hand washing. Remember, supervision is particularly important for the children of those caregivers that are attending the parenting education discussion.

Art:

A wide variety of art opportunities are offered daily. Please allow the child to create in his/her own way. There is no right or wrong way to do an art activity. *Please refrain from doing the art activity for your child. It is the process, not the product, which is important to the child and his/her development.* On occasion, "keepsake" art may be offered, which may be done following the definition of a "craft" rather than "art."



Please leave your nicer clothing at home. Casual, washable clothing is best! It is a good idea to keep an extra change of clothing in your diaper bag, or in the car for those days when an activity is particularly messy or wet. Permanent paints are sometimes used for special projects. Smocks are available, but not required. WTG toddler shirts are a popular choice to wear to class, or to wear over other clothing.

After doing an art activity, please tidy up your child's space so it is ready for the next child. This includes washing paintbrush handles, if needed, or returning materials to containers.

Please be sure to **label all art** with the child's name. All art must be taken home at the end of each class. Please notify the caregivers in the education session if their child did an art project so they will remember to take it home.

Clean-up:

The hallway supervisor or the class coordinator gives everyone a five-minute warning prior to clean-up. This helps children to transition and is a great opportunity to invite their assistance in putting away toys and materials. Singing a clean-up song is encouraged. Caregivers returning from in-class parenting education are also on duty for clean-up; please partner with a supervising caregiver to clean-up. Clean-up cards with detailed instructions will be provided for guidance and are distributed by the hallway supervisor. Please refrain from visiting with other adults during this time to help do your share.

Wash Hands:

When all clean-up is complete, return clean-up cards to the wall file by the Welcome Table, and take your own child to wash hands in either of the two bathrooms. Feel free to offer to assist the vacuum volunteer or caregivers of two children with hand washing. Doorstops prop the bathroom doors open for hand washing. Please do not use the classroom sink so the area is available for clean-up and snack preparation.

Snack Time:

Tabletops in the green room are cleaned during clean-up and should be ready to go after hands are washed. Each table has been sprayed with a soapy solution and wiped down, then sprayed with a bleach solution and dried. There are a couple of classroom prep jobs that need to be completed during snack. If you choose to complete one of these tasks you do not have to do another one after circle.

Individual Stories with Parents:

After your child finishes snack, please have him/her assist to clear their place (paying special attention to composting and recycling), and then go into the blue room for a story. Children should not be leaving the snack room without an adult (unless caregivers are on snack clean-up and their child goes with another adult). Please read stories with your own child or in a small group. **Please do not allow children to race about.** From snack to circle is often the most difficult transition of the day. Reading stories until all are ready for circle helps to ease this transition time. Please return books to the bookshelf when finished.



Circle Time:

Circle is a wonderful time to come together before closing class! We do music and movement, felt stories, puppets, songs, and finger plays during circle time. We offer a lot of repetition for toddlers but also incorporate new ideas throughout the year. Please participate with your child during circle! Parents singing and moving with us contributes to the community atmosphere and often encourages children to participate. Many songs used during circle time are posted on our website under student login and are posted on the bulletin board in the blue room. Parents are invited to share family songs or instruments during circle. Please share ideas with your instructor.

Some toddlers may not yet be ready to participate in circle time, and most have times when they are not in the mood to participate. Please encourage them to sit with you or to read a book quietly in your lap. All children should be sitting down with a caregiver prior to the opening song. Please go directly to your child and guide them back to your lap, if needed. *Calling across the circle to children is not typically effective.* **If a child is disruptive or crying, it is helpful to go out into the hall until the child is ready to return.** Circle time offers an opportunity to practice impulse control and self-regulation. It is also a time that we may work on listening skills and taking turns. Classroom doors are closed during circle.

Some children prefer to participate in music as listeners for a time. Remember that good listeners are good learners, so sit back and allow your child to enjoy listening until he/she is more comfortable. Occasionally, children choose to run in circles during times of dance or movement. Please discourage this – one child running usually leads to another, and collisions inevitably occur! During stories and lap songs, please encourage children to sit on their bottoms so all children may see the board, book, or instructor. **Please do not visit with other adults during circle.** It makes it difficult for the children to participate and is disruptive to the instructor. Thank you!

Closing Song and Stamp:

Each class sings a good-bye song and children are offered a hand stamp (except for Wobblers). Please begin classroom prep immediately following circle time.

Classroom Prep Jobs:

All adults help with classroom prep at the end of class. All assigned responsibilities should be completed immediately after circle and before the end of the 2-hour class. Each individual task should take between 5 and 10 minutes to complete. Each class has their own individual responsibilities. Please choose a card and complete each item to ensure that all tasks are complete before returning prep cards to the class attendance folder. There are a couple of jobs that occur during snack time. If you complete one of these tasks, you do not need to do another after circle time. (The broom and dustpan are in the left-hand supply closet in the green room.)

Outdoors and Large Motor Play:

Outdoor play time is a great way to end the day; helping toddlers to wind down, use their large muscles, experience nature, *and* to give caregivers another chance to connect before departure! Families are encouraged to utilize the play yard rain, or shine, and to make it a part of your toddler group routine.

Children may only enter the play yard with a caregiver or other supervising adult. Caregivers should gather all their personal belongings, including all artwork, before exiting to outdoor play. Hooks are provided on the play yard fence for belongings. Please use the restrooms prior to going outdoors. All families should be in outdoor play or leaving the facility by the time the two-hour class is over. Families are welcome to stay on the play yard as long as they would like. Outdoor toys and towels (for wet equipment) are available in the toy shed – **the code is 1425**. Please close the lock into place when the doors are open to avoid losing it. Each class may bring out any outdoor equipment desired from the toy shed; please return all equipment to the shed and lock before leaving the play yard. Ensure children are near caregivers or holding hands when exiting to the parking lot. Children may not “race around” the parking lot, even when other cars are not present.

Volunteer Opportunities



As a cooperative community, we have numerous opportunities for you to share your time, skills, resources, and special talents! Parents are encouraged to share an instrument, song, or skill with the class. Please discuss with your instructor!

We also ask that parents sign up for **one or two tasks outside of class**. Examples of these include preparing materials for art projects, doing a load of laundry, making playdough, providing refreshments for an evening event, cleaning the play yard, and helping to set up or tear down one of our fantastic family events.

Classroom Prep Jobs



Each class has several responsibilities that are completed after Circle Time. These are called Classroom Prep Jobs. As part of being in a co-op, caregivers help to reset the classrooms for the next group that will be using the space. The last class of the week doesn't reset the classrooms but helps put away WTG's belongings to make room for NUCC to use the rooms over the weekend. Each class works together as an entire group to complete the jobs required to prepare the classrooms.

Each caregiver will be responsible for completing one task at the end of each class. Each class has a tailored routine. Laminated cards are provided with all the steps necessary to complete each job. Most tasks occur after circle time, but there are a few that happen during snack time. These should only take a few minutes to complete.

Hallway supervisors (all classes except Wobblers):

In addition to Classroom Prep Jobs, each class will need an adult to volunteer each week to be the Hallway supervisor. This person is someone whose color group is not attending In-Class Parent Ed during that week. Please fulfill this job 2-3 times per year. You may sign up for this job as soon as you arrive at class.

The Hallway supervisor ensures there is a balanced ratio of adults to children in all areas of play. They make sure that children do not exit via the gate or outdoor play yard door, and that there are supervising adults in both the green and blue classrooms. Hallway supervisors may also check in on children in the parenting education room and invite them to play in the classrooms. Supervisors give a "5 more minutes to play" warning to the children and Instructor. They distribute classroom clean-up cards and begin clean-up on schedule.

In addition, hallway supervisors are asked to help supervise the transition from clean-up to hand washing, ensuring that children do not go through the gate without a supervising adult. They also answer the doorbell and let late families in the front door.

WTG Daily Schedule

AM Classes (9:15-11:15)

9:15 – 10:10	Welcome and Open Choice Play, Art and Sensory Activities
9:30 – 10:10	Parenting Education
10:10 – 10:20	Classroom Clean-up, Wash Hands
10:20 – 10:40	Snack and Conversation
10:40 – 10:45	Individual Stories/Books with Parents
10:45 – 10:55	Circle Time: Music, Movement, Puppets, Stories, etc.
10:55 – 11:00	Good-bye Song, Hand stamp, Transition to Duties
11:00 – 11:15	Classroom Prep Duties, Outdoor Play

PM Classes (12:00-2:00)

12:00 – 12:55	Welcome and Open Choice Play, Art and Sensory Activities
12:15 – 12:55	Parenting Education
12:55 – 1:05	Classroom Clean-up, Wash Hands
1:05 – 1:25	Snack and Conversation
1:25 – 1:30	Individual Stories/Books with Parents
1:30 – 1:40	Circle Time: Music, Movement, Puppets, Stories, etc.
1:40 – 1:45	Good-bye Song, Hand stamp, Transition to Duties
1:45 – 2:00	Classroom Prep Duties, Outdoor Play

WTG's Famous Playdough Recipe

Mix in a large pan:

- 2 cups flour
- 2 cups water (food coloring or liquid watercolor added)
- 1 cup salt
- 3 Tablespoons vegetable oil
- 2 Tablespoons cream of tartar



Heat over medium heat, stirring constantly until the mixture is the texture of soft mashed potatoes and pulls away from the side of the pan. Remove from the pan and knead lightly. It may be lumpy but will become smooth when kneaded. Let cool slightly under a paper towel or wax paper. Store in an airtight container.

Playdough offers endless possibilities for creativity. It's more than cookie cutters and rolling pins; experimenting with dough can ease tensions, develop small muscles, and allow opportunities for creative problem-solving.

The strength of our award-winning program is credited to the collaborative efforts and talents of our families, our Board, Support Team, and Instructors. Thank you for becoming a part of our family, and we look forward to an amazing year at Woodinville Toddler Group!