

# Terrific Two's Daily Schedule

Dear Families,

Welcome to Terrific Two's! We are very excited to have your family join our class! We have a fun curriculum planned for the children this year encompassing a variety of different themes and activities. We strive to provide a positive first learning experience for your children in a warm and nurturing environment that will give them the skills they will need to move on to preschool and beyond!

In this packet, you will find all the information you need about the program. Please read it thoroughly, even if your family has participated in T2's in the past, as many policies and procedures have changed in response to Covid-19. As always, if you have any questions or concerns about any aspect of the program, please feel free to contact the Pre-school Program Coordinator (Heather Radenberg) at: [radenbergh@sudbury.ma.us](mailto:radenbergh@sudbury.ma.us) or contact Park and Recreation at: (978) 443-1092.

## **Terrific Two's General Information:**

Program Address: Fairbank Community Center

40 Fairbank Road Sudbury, MA 01776

Park and Recreation/Atkinson Pool Main Number: (978) 443-1092

Preschool Classroom (Room 4) Number: (978) 639-3231

Preschool Coordinator: Heather Radenberg ([radenbergh@sudbury.ma.us](mailto:radenbergh@sudbury.ma.us))

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## 9:30 am Drop Off

Children and parents will be greeted outside of the classroom by Preschool Staff who will conduct a Covid-19 screening. All children will use hand sanitizer prior to entering the classroom. Parents can communicate any information to teachers about their child's night, morning or pick up plans. Teachers can help with any difficulties with separation and encourage children to find their cubbies to put away their things and settle into an activity.

## 9:30am-10:30am Free Play

Children are welcome to explore all areas of the classroom and choose their own activities from a variety of different materials including coloring, blocks, puzzles, trains, cars and other toys.

## 10:30-10:50am Craft Time

A fun craft project is prepared every day. Crafts are generally theme-based and utilize a variety of different techniques and materials.

## 11am Clean Up

The whole class works together as a team to help clean up the classroom and get ready for snack time. All children wash their hands prior to eating snack.

## 11:15am Snack Time/Story Time

Children are encouraged to get their own snacks from their cubbies and find a seat at one of the tables to eat. Teachers read books while the kids have their snacks.

## 11:30am-11:40am Circle Time

We gather together on the blue rug for Circle Time where we cool down our bodies and participate in singing favorite songs.

## 11:50am Gym Time

We walk as a class to Room 2 (which we call "The Little Gym") for some gross motor activity. Children are encouraged to explore the whole room and utilize all of our gym equipment including tumbling mats, climbing structures, a slide, balance beam, trampoline and more!

**12pm Pick Up** At 12pm it's time to go home! Preschool staff will meet parents at the door and walk children to meet them and communicate about their child's day.

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**Preschool Paperwork:** Preschool packets can be found on the [sudburyrec.com](http://sudburyrec.com) website when you register. Please fill out a packet for your child. Paper copies of the packet are available upon request. We also require a copy of each child's most recent annual physical. Paperwork can be uploaded onto your child's profile in your [sudburyrec.com](http://sudburyrec.com) account, emailed directly to the Preschool Coordinator at: [radenbergh@sudbury.ma.us](mailto:radenbergh@sudbury.ma.us), or dropped off in person at the main desk or Park and Rec office (please let them know the paperwork is for the Preschool Department). Unfortunately, children **cannot** participate in Terrific Two's without all paperwork turned in. If your child is scheduled for an annual physical just prior to the start of the program or soon after, please send us a copy of the most recent physical you have on hand and then update the physical once you have a new one. Physicians offices can also fax a copy of your child's physical to the main office at: (978) 443-1051.

**Aging Out Policy:** If your child turns 3 during the middle of a session, they will be allowed to complete current classes, but not be eligible to pre-register for following session(s). This is to give fair opportunity to other 2-year-old families in the community.

**Supplies:** Please bring a bag or backpack labelled with your child's name. We are unable to store individual supplies for each child in the classroom, so please make sure you have a bag that is big enough to hold all of your child's belongings. In your child's bag, please include the following:

- **A full change of clothing** (Preschool is messy! Art projects, snack spills and routine diapering or toileting can result in accidents. Please provide at least one change of clothes.)

- **Diapers and Wipes** (or pull-ups for children that are toilet training)

- **A Peanut and Tree Nut-Free Snack and a drink** (Please check all food labels to ensure that food items are nut free. We have many children with severe allergies and we need to ensure their safety. Unfortunately, if your child has a food item that may contain nuts, or is processed in a facility that processes nuts, we cannot allow them to have it. Labeling any home-baked goods or food items without labels "Safe" lets us know that you have checked the items for allergens. Thank you in advance for your help!)

- Face Coverings (face coverings are encouraged but are **not** required)

**\* Please label EVERYTHING! Its amazing how many children have the same backpack, lunchbox, food container or jacket! It is extremely helpful to us if belongings are labelled so that we can return them to you. We will keep any lost items in the classroom as long as possible, however unclaimed items will be placed in the Park and Recreation Lost and Found after 3 weeks.**

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**Drop-Off/Pick-Up Procedures:** Due to Covid-19, only staff members will be permitted inside the Preschool Classroom in order to minimize possible exposure. Arrival times to the program may be staggered in order to avoid large groups congregating in the common areas of the building. Adults dropping off children may park in the main Park and Rec. parking lot and enter the building through the Park and Rec. entrance (to the Left of the Atkinson Pool entrance). Preschool staff will meet parents at the door and will then escort children into the classroom after they have been given hand sanitizer. This is an excellent opportunity to communicate any necessary information to staff members about the student, as well as any pick up plans for the afternoon. Once in the classroom, teachers will assist children in putting away their belongings and settling into activities.

**First Day Jitters:** Preschool staff are very experienced with issues around separation anxiety and are here to help! If there is anything we can do to make the transition easier for you and your child, please let us know. It is not at all unusual for children to appear upset when being dropped off for the first couple of weeks. We will always contact parents/guardians if we feel a child is having a particularly difficult time.

Pick up from T2's is at 12pm every day. Again, in order to avoid a crowd, pick up times may be staggered. Preschool staff will meet adults picking up at the door with all of their belongings. We ask that adults please remain outside (or in the hallway during inclement weather) until staff can come out to meet them. Please let staff know who will be picking up at drop off in the morning, or call the preschool classroom with any changes.

Preschool packets contain Emergency Contact forms as well as Authorized Pick Up forms. Staff will release children only to individuals listed on these forms. If you would like to make any changes to these forms, please contact the Preschool Coordinator. A photo ID may be requested to confirm identity of individuals picking children up from the program.

**Student Absences:** If your child is going to be absent, please call the Preschool Classroom at: (978) 639-3231 or email the Preschool Coordinator. Please let us know the reason for the absence. You can also call the main number at: (978) 443-1092 and Park and Rec. staff will alert the classroom.

**Inclement Weather Policy:** In case of inclement weather, T2's will follow the Sudbury Public Schools schedule. If SPS is cancelled due to inclement weather, the preschool classroom will also be closed. If SPS is delayed by 1 hour, we will also open 1 hour later (10:30 am), however if SPS is delayed by 2 or more hours, the preschool program will be cancelled. Pick up times will remain the same (12pm). Please check local listings for school closures or call the Sudbury Park & Rec inclement weather hotline at (978) 639-3233. (In the event that SPS is closed for remote learning this year, please call the inclement weather hotline for updates from Park and Recreation staff.)

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We understand that illness is an unavoidable part of life, especially with young children in a group setting. When necessary, we may need to exclude a child from the program due to illness when he/she presents a health risk to other children and staff. If a child is contagious, or not feeling well enough to participate in group activities, they must remain at home. When a child becomes ill during our program, we will do our best to reach you while keeping your child as comfortable as possible. This may mean separating them from the group. The child will be provided with quiet activities while waiting for parents or guardians. We realize that it is difficult to leave work for a sick child, but we take your child's best interest into consideration when calling you. You may wish to develop a plan for caring for a sick child prior to needing it. The following are some common illnesses encountered and our policies concerning attendance with them:

**Coughs/Colds:** Children with colds and coughs may attend our programs as long as they feel well enough to follow daily routines. If a fever accompanies cold symptoms, the child must stay at home.

**Fever:** A child with a fever over 100 should remain at home until the temp is normal for 24 hours.

**Strep:** A child with a sore throat and a fever together should have a throat culture. The child should remain at home until he/she receives a negative culture, or has been on antibiotics for 24 hours.

**Ear infections:** A child may attend the program as long as he/she is not experiencing great discomfort or fever.

**Rash:** Please notify staff if your child has a **non-contagious** existing rash when he/she comes to our program. The director will call parents /guardians if a rash appears suddenly, spreads quickly, or is accompanied by other symptoms.

**Vomiting:** A vomiting child must remain at home until he/she can tolerate a normal diet.

**Diarrhea:** A child with diarrhea must remain at home until free of diarrhea for 24 hours.

**Chicken Pox:** A child must remain at home one week after the rash appears or until all of the blisters have crusted over and dried. A note from the doctor will be required before returning to the program.

**Conjunctivitis:** A child with conjunctivitis may return to the program the day after treatment has begun. If your health care provider chooses not to prescribe medication, you must bring a note from him/her stating that your child does not present a health threat to others.

**Head Lice:** If your child has head lice they may not attend our program. The policy is that children must be lice and nit free in order to attend Sudbury Park & Recreation programs. If lice or nits have been found in your child's head while attending our program, as with any contagious disease, they will be isolated and sent home immediately. A child may return to the program after treatment and removal of nits. Upon return, children must first be inspected by the Park and Rec. Director. The Director will determine if they can return to the program.

**Medications:** All medication (EPI pens, Benadryl etc.) will be stored in a secure area in the classroom for the duration of the program. Preschool staff will be available at drop off to collect any medications and answer any questions you might have. An authorization to administer medication form must be completed before staff will be allowed to administer any medications.

**\*Please contact the Preschool Coordinator or alert Park and Recreation staff if your child has become ill with any of the above, or any other contagious illness.**

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**First Aid Procedures:** All Preschool Staff retain certification in pediatric First Aid and CPR. Should a child become injured while at the program, preschool staff will administer appropriate first aid. Any minor cuts or abrasions will be cleaned and covered with a bandage.

Emergency medical procedures are as follows:

1. If a child needs emergency medical attention, an ambulance will be called. A director or staff member will always accompany a child to the hospital. The child's medical forms will be brought, as they contain pertinent medical information.
2. If poisoning is suspected, poison control will be called.
3. The child's parent or guardian will be contacted. If a parent/guardian cannot be reached, we will contact the person(s) listed on the emergency form.
4. An accident report will be completed for any injury.
5. A copy of the accident report will be placed in the Park and Recreation office.
6. Parents will be notified of the minor accidents/injuries by staff at dismissal.
7. All injuries must be logged in the preschool medical log book with the preschool director.
8. When away from the classroom, a first aid bag will be prepared containing bandages, antiseptic, gauze, and ice packs. Any medications (for example EPI pens) will also be transported with the children when away from the classroom.

## **Covid—19 Policies and Procedures:**

**Cleaning:** Daily sanitizing of all toys and shared materials in the Preschool classroom has always been in practice, along with disinfecting of all frequently touched surfaces such as door handles and light switches etc. with a bleach and water solution, and will continue to be employed. In addition, gym equipment and play structures are also disinfected daily. Any toys that a child has put into their mouth is immediately removed for cleaning.

**Social Distancing:** Drop off and pick up times may be staggered in order to avoid large groups in common spaces outside of the classroom and floors are marked in order to maintain a 6-foot distance between people. Chairs in the classroom have been removed in order to promote social distancing at tables, and areas in the classroom are arranged to maximize social distancing between spaces.

**Face Coverings:** All adults in the building are required to wear face coverings. While face coverings are not required for children in the T2's program, we strongly encourage parents/guardians to provide masks for their children. Children are encouraged to cover coughs and sneezes.

**Hand Washing:** A sink is available in the classroom to allow for frequent hand washing. Children's hands are washed as needed, before eating snack and after art for 20 seconds. Hand sanitizer is also available and is used prior to entering the classroom and where hand washing is not possible.

**Isolation Protocol:** Should a child or staff member exhibit symptoms of Covid-19 they will be immediately isolated from the rest of the group and sent home. A separate iChildren will be kept comfortable until parents/guardians can arrive to transport them home. We ask that individuals remain at home until symptoms subside or until it had been verified that the individual does not in fact have Covid-19.