

Orientation Tour

Outside

1. Gates

- There are four gates in the play yard.
- All four need to remain double locked at all times.
- When at school, keep an eye and ear on all gates.
- Children are not allowed to unlatch gates even when they are physically capable.
- Children may not climb on gates or any of the fences.

2. Plant Areas

- It is important to respect all plant life. Children are not to pick leaves, flowers, etc. Just let them know they are here for all of us to enjoy.
- The area behind the ramp off limits- not safe, spiders, etc.
- No standing on brick planter.
- Corner with planter boxes is another “hiding place” ☺
- The stair/ramp area may or may not be open for children to play. The teacher will decide depending on other activities, weather, etc. If it is closed flags will be hung.

3. Outdoor closets

- This is where we store all our outdoor toys. Outside toys stay outside and inside toys stay inside. Teachers may at times make exceptions.

4. Squirrels

- They love the children and the children love them. However, they can get a little close. Explain to children that it is not okay to chase, tease, or feed them. They are wild animals and we need to respect that.

5. Sandbox

- Shoes can be off in the sandbox, weather permitting, but only in the sandbox. We share the play yard with many other groups. Although we do scan the yard each day for unsafe, misc. items, there still could be something that could hurt little feet.
- Sitting by the tree allows you to be able to see the whole yard.
- You are welcome to sweep sand/bark when needed. Even better, ask the children to join you!

6. Play Structure

- Children are to use the play structure as it is intended. Ie. they should not climb “on top”, jump off of platforms, etc.
- Children can use the bar if they can climb up themselves.
- All items (bikes, tire, toys, etc.) need to be atleast 6 feet away from play structure.
- Children need to have both hands free when on the play structure. Ie. no toys.
- Tunnel is sometimes a “hiding place”, be aware of that especially when it is time to come inside.
- Trust your gut, if play at anytime seems unsafe, it probably is. Redirect the play...

7. Rainy days

- We love the rain. We will still play outside, but we stay under cover.
Dress your children appropriately.

8. Sign in Table

- Always sign your child in/out with a full signature. Sign in as soon as you arrive. Use the space available to write any comments (ie your child is being picked up by someone else, cell phone number, etc) Children will be released only to those you have specified in your registration packet. If someone new is picking up you children we will need a written note from you with your signature and date.

- Working parents also check out parking permit if necessary. Sign it out on the bottom of sign in sheet. Cars may be parked on this block, but only on C or D Street, not on 4th. Place permit on dash on driver side.
- Also in the sign in book- a class list, a map of the church grounds, and accident/incident forms. Accident/incident forms are used to alert parents of injuries or inappropriate behaviors and for documentation purposes. They are to be filled and given to the teacher that day before school ends.
- The folders are a critical form of communication. In the back are family folders, in the front are frequently used forms, several board member folders, and teacher folders. Your folder should be checked daily. Anyone can use the folders for communication purposes, but it must be school related.
- The bulletin board above the sign in table is for school related events or for parent ed information. The calendar highlights upcoming events.
- Band aids and kleenex are also available here. If we happen to run out, please replenish.

9. Bathroom

- The toddler and AM/PM classes have different specific bathroom procedures, but some things are the same. Children need to be supervised when at school. This includes when in the bathroom. If a child needs to use the bathroom they are to tell an adult. When a child is in the bathroom, the adult shall stand in the doorway. This allows the adult to supervise both the child in the bathroom and the play yard. If however the child requires assistance (diaper change, change of clothes, wiping, etc.) and the adult needs to enter the bathroom, he/she needs to find another adult to stand in the doorway. The only exception to this is if a parent is with their own child. Please keep ratios in mind!
- Bathrooms are not a place to play or retrieve water.

- Make sure children flush and wash, and put the towel in the trash. See the handy guide on the wall. 😊
- Gloves (always use when changing a diaper or dealing with blood), cleaning supplies, and extra diapers are kept in the bathroom cabinet.
- Dirty diapers go in the large trash can outside.
- If it is messy, please help clean up!

10. When you are a working parent.....

- No cell phones. Please let people know the school phone number for emergencies. All attention is on the children!
- Try not to socialize. Save it for after school and the park ! Again we count on you to supervise the children. When at school, it is all about the children, in licensing's eye's and our's.
- Take a look at the sign in book to see the number of children who are attending that day. When transitioning to circle time, check hiding places, and be the last to enter the classroom. Count children on the rug.
- The bicycle path is one way, see arrows. Bicycles may not be used as scooters. No vehicle is allowed to "crash" - sorry 😊
- Each day we do try and set up a quiet place to play outdoors. Usually this is by the front gate.

Snack Room

1. Cubbies

- Toddler cubbies are right by the door. Please do not place personal belongings here. They belong in the office and out of children's reach.
- Please check your child's cubbie each day. Label all clothing, including shoes. We have quite a collection by the end of the year! Please keep a labeled zip lock bag in your child's cubbie- filled with an extra set of clothes and a diaper if needed.
- Toddler bulletin board with schedule and work cards in this area.

2. Library

- We have a full selection of child development/ resource books. You may check them out at any time.
- This shelf is also where we keep our sign in book, EE folders, etc.

3. Office

- This is an adult only area!
- Please put all purses, coats, etc. in the office.
- Emergency phone numbers are listed by the phone. If you are in the snack room- always answer the phone. Families give this number to care givers who may be calling. Answer by saying "DCCNS, this is.....speaking."- or something similar.☺ If you are the snack parent and you leave the room empty please bring the phone with you. (ie we are picnicing outside).
- If you take a message, please give it to your teacher and they will pass it on to the appropriate person.
- Posters are hung stated our location- on the corner of 4th and Dst.
- First Aid kit is by the phone. Remember- you must wear gloves when changing diapers or when dealing with blood (or spit or barf☺) We have gloves in the bathroom, in the office, on the sign in table, and by the paper towels in the art room. All teachers are certified in first aid/ CPR.

- The key to turn on the outside hose is in the top drawer, along with other items parents may use.

4. Kitchen Area

- Notice all safety and procedural postings. Especially allergies. *We are a nut and peanut free school.*
- Keep all knives up high.
- Cleaning supplies locked under sink and in tall cupboard. Please keep locked. Use cleaner to clean tables before and after snack.
- Dishwasher tablets on shelf. Please run only when full. Plastic items may need to be dried with kitchen towels after the cycle.
- AM and PM snack cards/ place cards on shelf.
- Keys, calendar, work party schedule, event assistant list, are all hung in snack room.
- Show and describe Snack Cards (above dishwasher)

5. Loft

- It is a quiet play area, no running, jumping, etc. (4 kids at a time?)
- No Shoes for AM and PM kids.
- Children need to have two hands free when climbing up and down. Toys that up stay up, downs that are down, stay down.

6. Science and Manipulatives

- This area changes each day or each week.
- In science, and in all areas, we love parent input. We would love for you to share your passions and interests with the class. We have had parents bring in snakes, hissing cock roaches, chickens, dogs, mosquitos, fish etc. We have had flight attendants come in full uniform with boarding passes in hand, mom's showing how to give a baby a bath, builders teach how to hammer nails, we've been taught how to fold origami, make sushi, play the dredle game, juggle, birdwatch, and more.....

We love it all and it really represents what a coop is all about.

- Please only put away complete toys. (ie. puzzles have all the pieces, toys are not mixed,etc.) Ask or look to see where they belong.

Any questions? Don't feel stressed, we know it is a lot to take in. As time goes on and you are actually working in this environment, it will begin to make sense. Remember we are all learning and are here to work together. If you would like a copy of the tour outline, please email Teacher Liz.

Circle Room

1. Sink and Cupboard Area

- Paper for art projects, magnets (for outside green table), stuffed animals, other art supplies are kept in cupboard.
- AM and PM Commitment charts will be posted on the front. You can always check to see how many work parties or party meetings you have attended. If you ever have any questions concerning this, please ask your class rep.
- Paint is kept in cupboard and under sink.
- Always keep sink clear and clean. You are welcome to wipe it up any time!
- Fire bell- show evacuation routes. We have a minimum of 3 fire drills a year.
- Bike key

2. Cubbie Area

- Cubbies are used to house children's personal belongings such as an extra set of clothes, their show-and-tell, etc. Please leave all other toys at home.
- AM and PM daily curriculum, work cards, and "A Typical Day" is posted. Work cards and areas are first-come first-served.

3. Toy Shelves

- Toys are categorized, you can help children find where things go at clean up time. Make a game out of it- Does this car belong with the dinosaurs?
- In AM and PM shelves open up after first circle. (Mention we will talk about specific class routines later when we break into classes)

4. Dramatic Play area

- Inside toys stay inside. (Except musical instruments, but ask your teacher first)
- Children are welcome to play the piano, if adults in the room are up for it!

5. Art Area

- Read over helpful hints "when Working at the Art Table".
- You are welcome to use all the supplies available.
- Adult only bin- permanent pens, scissors, etc. is and stays on top shelf.
- We do keep track of who has done the art project. We also invite and encourage all children to participate. It is important, however, to not interrupt their play. Give them a five minutes warning- or make it seem like it's so much fun they'll come running! (Show check off sheets)
- Remember if you are the art parent, you also need to keep an eye on the rest of the room. If you need help just ask.
- The goal of the art area is to encourage creativity and imagination. It isn't a race and should be relaxing and fun. It is up to the working parent to decide how many children they want there at once. It is ok to say "I'm sorry, the table is full right now, but I will be sure to come find you, when there is an opening".
- Please do not ever leave the room unattended, always ask for help.

- Art work may be placed on the drying rack or hung on the lines. Please ask the teacher what she would like done with the final project. (I.e. stay in class, go home, for art book, etc.)

6. Circle time

- Play, sing a long, ask questions, have fun!
- If you are the outside working parent and coming in from outside, please always count the children on the rug.
- Parents, please don't talk during circle.....
- Please be aware of all children at circle. (Sometimes it is very tempting to just stop and cuddle with your own.) Teachers need your help, sometimes a gentle touch or modeling is all they need. You can also place your body between two "talkative" children 😊
- Birthdays are celebrated at circle time. Make sure you schedule a day with your teacher.

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