

**Escuela Viva**

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## **Infant Toddler Program: Parent Handout**

### **Mariposa Classroom**

Teacher: \_\_\_\_\_ Schedule: \_\_\_\_\_ Prep Day: \_\_\_\_\_

Assistant: \_\_\_\_\_ Schedule: \_\_\_\_\_ Prep Day: \_\_\_\_\_

Email: mariposateachers@gmail.com

\*teacher, assistants, and head teacher receive these emails

### **Libelula Classroom**

Teacher: \_\_\_\_\_ Schedule: \_\_\_\_\_ Prep Day: \_\_\_\_\_

Assistant: \_\_\_\_\_ Schedule: \_\_\_\_\_ Prep Day: \_\_\_\_\_

Email: libelulateachers@gmail.com

\*teacher, assistants, and head teacher receive these emails

### **Infant Toddler Program Auxiliary Staff**

Program Assistant: \_\_\_\_\_ Schedule: \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Schedule: \_\_\_\_\_

\*Only the head teacher will receive these emails

### **Communication Expectations:**

**\*Our priority is to provide quality supervision and engagement to all children while they are in our care therefore please respect the following guidelines when communicating with teachers\*:**

- Please allow teachers a maximum of 48 hours to respond to emails that are not time sensitive. For emergencies please contact the office directly. [escuelavivainfo@gmail.com](mailto:escuelavivainfo@gmail.com) and/or director@escuela-viva.com
- Please read the parent handbook, daily communication log entries, weekly parent board updates as well as all kaymbu storyboards and newsletters. These communication methods ensure that you are up to date on the needs of your child and the program. We are diligent in trying to ensure you have access to all relevant and necessary information about your child and our program.
- If you would like to check in with a teacher during drop off and/or pick up please ensure that the teacher is not busy with supervision duties. If they need to supervise and are unable to converse with you then please email them or write a note in the communication log and they will respond at their soonest availability.



## Escuela Viva Infant Toddler Program

### Items for Families to Bring

*Please label everything to avoid confusion and lost belongings. -Thank You!*

- FOR STUDENTS STILL DRINKING MILK: Enough clean labeled bottles with milk, and labeled lids, for the day. Please bring enough separate bottles for the number of feedings your child will need during the school day. Formula can be mixed at school. The school provides whole cow's milk or soymilk upon request (Used bottles go home each evening)
- Water bottle (stays at school all year, washed nightly in school dishwasher)
- Diapers or pull-ups, wipes, diaper cream, and -for cloth diapers- dirty diaper bag (dirty cloth diapers go home each evening)
- A washable bag for dirty clothes, plastic bags are prohibited by the state (Check dirty clothes bag daily.)
- Labeled extra clothing, at least 3 of everything (this can stay in the cubby until it gets used)
- Labeled Sunscreen (stays at school all year, applied only after nap by teachers on sunny days)
- Weather appropriate gear, depending on the season, ie. sun hat, rain boots, raincoat, warm jacket, warm hat, mittens, shoes. Optional: rain pants or rain suit (very helpful!).
- For wobblers and toddlers: Shoes and rain boots that are either slip on, velcro or zipper, that the children can eventually put on independently. Please no lace up shoes.
- Teething/biting item
- Toothbrush and paste (we provide basic toothpaste w/ fluoride – please provide alternative if you want your child to use something else. Toothbrush will be sanitized after each use and stay at school all year.)
- Optional\* Comfort item: stuffed animal, binky, blankie, doll or whatever your child uses.
- For Mariposas Naptime: We follow the state rules regarding Safe Sleep for Infants (<https://oregonearlylearning.com/wp-content/uploads/2018/10/Safe-Sleep-for-Oregon-Infants-training.pdf>). We only use sleepers or a nonrestrictive sleep sack and/or a pacifier for nap time (goes home weekly to be laundered). However children can also sleep without one.
- For Libelulas Naptime: Bedding consisting of either a fitted sheet and blanket, a fitted sheet and sleep sack, or bedroll for naps (goes home weekly for laundering).

*\*Annually we request a materials fee (\$50) for classroom supplies. It will be billed out with your August or September tuition.*

### Daily Rhythm

In this program we follow the individual rhythm of each child to ensure best practices. Therefore, even though we may create one, we don't always stick to a fixed schedule. As the students get older their teacher may choose to follow a schedule more regularly. That said, everyday we ensure that each student has an opportunity for:

- Opportunities for cognitive development through sensory exploration activities, music and books
- Individual, Small and large group activities
- Opportunities for fine and gross motor skill development, both inside and outside
- Bottles of milk (till age appropriate), a morning snack, lunch and afternoon snack
- Naps as they need, with at least one nap per day
- A fresh diaper at least every 2 hours (changed immediately when poop is detected)
- Positive peer and adult interactions/conversations in both Spanish and English