

# Villa Cresta Tots

## General Guidelines

Children's Clothing: Dress your child in play clothes. We go outside most days in good weather so be sure they have a coat and hat when it is cool. Children should wear socks and shoes at all time. Do not send your child to school in flip flops, sandals or crocs. PLEASE LABEL EVERY PIECE OF CLOTHING (ex: COATS, HATS, GLOVES, etc.) THAT MAY GET MIXED UP WITH ANOTHER CHILDS. If no name is labeled, **the teachers will label it.**

Health: Please do not send sick children to school, regardless of the fun or special event planned. Your child must be fever free for at least 24 hours after an illness before they come to school.

Bulletin Boards, Emails and Folders: Check your child's folder daily for announcements, upcoming events, activity papers, and beautiful works of art 😊. Bulletin boards and emails are also used to communicate information.

Arrival and Dismissals: Wait with your child in the hallway outside of the Tots room. The children cannot enter the room until the teachers open the door, unless they are with the day's helpers. At dismissal time, wait in the same area for your child to be dismissed to you. Children must be dismissed to an adult. They will not be sent to the parking lot. Please inform the teachers, preferably in writing, if someone else will pick up your child. If an emergency arises, call the Tot's room, at 410-663-5285. If you are late picking your child, there will be a fine assessed at a rate of \$10 for the first five minutes, and \$1.00 for every minute thereafter. Please be on time!

Parent Helpers: For our program to run smoothly on a daily basis, our parents are asked to serve as Parent Helpers. We would like to have at least two parent helpers a day. The job of the parent helper is to assist the teachers in all daily activities, which can include managing the folders, distributing lunchboxes, preparing craft pieces, monitoring the paint center, wiping the tables, as well as working with or playing with the children in any number of ways. They also aide the teachers in maintaining control during the sessions by handling problems that might arise and by encouraging the children to exercise self-control.

Furthermore, we ask our parents to volunteer their services in a variety of ways: serving on a party committee, filling openings on the Board of Directors, serving as drivers and chaperones on trips, collecting and preparing materials for craft projects, and participating in fundraisers. We hope that every parent will look forward to their parent helper days as an excellent opportunity to observe the program in operation and their child as he/she relates to it.

Parent helpers should arrive in the classroom by 9:15 AM for the morning sessions and 12:30 PM for the afternoon sessions.

**ALL VOLUNTEERS ARE REQUIRED TO HAVE A MANDATORY BACKGROUND CHECK.** Please visit our website for further information:

[http://www.prcparkvillerec.org/Programs\\_TOTS\\_VillaCresta](http://www.prcparkvillerec.org/Programs_TOTS_VillaCresta)