



# Welcome to the Bumblebee Room!



Dear Families,

Welcome to the Bumblebee Room at the PCC Child Development Center. Our classroom supports toddlers one to three years old. As a lab school, observation and practicum students from the early childhood education program will join us in the classroom each term. We are lucky to be part of a community dedicated to uplifting high quality early learning and care. We are so glad you're here to share in this journey with us!

To help make the transition as smooth as possible we have included some information that will hopefully be helpful to you.

## Important Information:

- We open at 7:30 am and close at 4:00pm, Monday through Friday.
  - You may drop off your child anytime between 7:30am and 9am. We want every child to have time to settle into the routine and participate in planned learning experiences. Thank you for striving to arrive on time.
  - Please let us know if your child will be absent or arriving late, so that we can adjust our daily plans accordingly.
  - All center classrooms close at 4:00pm & classroom teachers leave at 3:30 and 4pm. Please plan to pick up at least 15 minutes before closing, to have time to check-in with teachers, gather belongings, & sign out.
  - Please contact us in advance if you are going to be late, so that we can arrange additional care.
- Masks are not required at PCC currently, but are welcome. We continue to maintain a clean and healthy classroom environment by following all Oregon Early Learning Division safety and cleaning guidelines.
- **Hand washing** is one of the best ways to help keep our community healthy, and reduce illness. You may enter through either door of the Bumblebee classroom. When dropping off children please help your child

wash their hands. We also ask that parents wash their hands upon entering the classroom. We have two sinks. One for adults and one for children to wash.

- **Please sign your child in and out each day.** (Our sign in sheet will be on top of the cubbies.) Please include a phone number that you can be reached at during the day while your child is in our care. Please do not leave until you and your child have been greeted by a Bumblebee room teacher.
- We provide a morning and afternoon snack. The weekly menu is posted on the information board by the entrance in the bathroom.
- **You will need to provide lunch and a water bottle for your child.** Please label each item/container with your child's name. Please note that due to allergies, we are a nut, kiwi and lavender free classroom. Please cut choking hazards, such as grapes, lengthwise to help keep our community safe.
- Please **bring diapers** for your child. We will provide Kirkland brand baby wipes. Each child has their own labeled spot in the cabinet under the changing table where we will keep diapers. If you would like us to use diaper cream on your child please bring it to the classroom labeled with your child's name. We have a form for you to fill out for the diaper cream.
- If your child is **learning how to use the toilet** please send extra underwear and pants. When children are beginning to use the toilet we expect some accidents so extra underwear is very helpful. Please know we support you in your child's learning how to use the toilet. Please check in with us so we can all be on the same page.
- Please bring spare clothes and **label each item** with your child's name. We will keep these spare clothes in a basket in your child's cubby.
- If you haven't already, please return the family information sheet along with the emergency form.
- We provide cots, sheets, and blankets for each child during rest time. Your child may also bring a snuggly comfort item if they wish. We launder blankets and sheets daily.
- Each day a note is filled out about your child's day. The note will be at the top of your child's cubby at pick-up time. The note includes:
  - How much your child ate at each meal.
  - Time of each diaper change and/or attempt at using the toilet. We will let you know if their diaper was dry, wet, had a bowel movement, or tried to use the toilet.
  - What time your child fell asleep for rest time and woke up or did not sleep.

-We will also make notes about replenishing diapers or extra clothes.

- If your child is hurt during the day, we will fill out an accident report that will be signed by the teacher, parent and director.
- Please let us know if your child was recently hurt at home, so that we can be on the lookout for changing symptoms at school.

## Big Feelings

We accept that anger, sadness, jealousy, and frustration are a part of the human experience and give children tools to work through these big feelings. A teacher will stay with a child who is experiencing big feelings, offering compassionate guidance and modeling the return to calm.

## Saying Goodbye

Sometimes children cry or have big feelings at drop-off time. We are a community that welcomes and validates all emotions as they arise. When a child is struggling to separate, we ask parents to give a quick hug, brief goodbye and leave promptly. It can be helpful to make a plan with your child ahead of time, so they can anticipate the routine and find comfort in predictability. A teacher will always be available to support the child. We understand that it is difficult for a parent to leave their struggling child, but a confident farewell communicates that our classroom is a safe place and allows teachers to develop a relationship with your child. Thank you for your trust in the process!

## Celebrating Families

Our goal is that all children and families feel safe, welcomed, valued, and represented in our classroom. We would love for you to bring in family photos that we can display to celebrate your family and to help your child feel comforted when they miss you. We can also take a photo of you and your child. Also, if you speak a different language other than English at home, we would love for you to share some phrases with us that we could all learn and that might help your child feel more comfortable. Please let us know how your child refers to you, so that we can use the same name when speaking to them about you.

We invite you to share your heritage and cultural traditions in our classroom! We value celebrating diversity and offering the children meaningful experiences. Would you like to read a book to the children? Or would you be willing to lend us an image or artifact that reflects an aspect of your family culture? Could you share a traditional dance? We welcome your ideas and involvement!

## Sharing Photos

We will take photos of children in the classroom as a part of the developmental documentation process. Monthly Google photo albums will be shared, so that you can catch a glimpse of what we are working on in the classroom.

## Birthdays

Our classroom tradition acknowledges birthdays by honoring a child's life and accomplishments during circle time. We will ask you to bring a picture of your child at each year of their life and include a brief note about something your child learned or enjoyed at this age. Your child will be invited to carry the felt earth and walk around a mat depicting the four seasons and the sun in the center, as we sing "The earth goes around the sun". Families are welcome to join us! Please note that we do not allow treats from home, but you are welcome to donate a book to our classroom library in honor of your child's birthday.

## Communication

We value open communication. Please reach out to us at any time as questions or concerns arise.

Bumblebee Classroom Phone Number- [\(971\) 722-8304](tel:9717228304)

Mariah's Email- [mariah.gill@pcc.edu](mailto:mariah.gill@pcc.edu)

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We look forward to growing together!

Warmly,

Mariah and Anne