

TEACHERS

Gary (Lead Teacher) has been an Elephant since 1979. He enjoys playing guitar and clarinet with the kids, and doing singing and movement activities. His hours are:

M,W,Th,F 7:30-3 T 7:30-2

Denice started at Red Caboose in 1978. She has worked in the Bumblebee and Turtle Rooms, and has been in the Elephant Room since 1989. She most enjoys doing messy art projects. Her hours are:

M,W,Th,F 11:15-5:15

T 12:30 -5:15

Kathy has worked with preschool age children since 1975, and with school age children since 1986. She is the mother of three children and also has 3 grandchildren. She enjoys music, reading and gardening. Her hours are:

M,F 8:15-11:45 T 8-2

W,Th 8:15-12

Lisa began at Red Caboose as a substitute in 2007. She is the mother of three children. She enjoys music and art. She gardens and works on the restoration of her 100 year old house. Her hours are:

M,W,F 2-6 T 11:15-6

Th 1:30-6

DAILY SCHEDULE

7:00	Mixed age group in the Bumblebee Room
7:30	Free play in Elephant Room
8:30	Breakfast
9:00	Diapering, free play
10:00	Small groups in Elephant & Sunshine Rooms
10:30	Outside
11:15	Lunch
11:45	Lunch clean up & toileting, stories
12:00	Nap in Sunshine Room starts
1:00	Wake up time starts - Elephant Room or outside
3:00	Snack
3:30	Sunshine Room or outside
4:00	Afternoon project
4:30	Free play in Elephant Room or outside
5:30	Late snack with mixed age group in Elephant Room or outside
6:00	Red Caboose closes

ROOM MEETING: TUESDAYS 12:30-2
Parents are welcome to schedule conferences at this time

ROOM INFORMATION

There are 12 children in the room, with a teacher/child ratio of 1:6.

Staff/Parent Communication

The daily room log, daily activity log, nap chart, and sign in/out sheet are located on top of and next to the red art shelf. The diaper charts are on the bathroom door. Call us on the phone and we will talk to you then or call you back.

Grouping of Children

In addition to large group activities, the children are divided into two small groups based on age or interests, for short periods of time during the day. This encourages bonding and more 1:1 social interactive time.

SPECIAL ACTIVITIES

- Lots of interesting art projects
- Many sensory experiences
- Much music & movement-instruments, songs, fingerplays
- A bit of Spanish and Sign Language used
- Dramatic play- kitchen, dress-ups, doll play
- Focus on language development and early literacy
- Field trips by van in the summer

GOALS FOR THE ROOM

- Receive lots of hugs and emotional support
- Play with peers as part of large and small groups
- Expand on the concept of sharing and taking turns
- Develop language skills
- Develop beginning problem solving skills
- Work toward independence
- Clean up after self
- Stay at table and sit during mealtimes
- Follow directions and routines
- Discover materials, activities, and physical spaces through creative play
- Are introduced to concepts through stories, songs, and play
- Explore the community through field trips and interaction with families, staff, and volunteers of different backgrounds

HOW PARENTS CAN HELP

- Do laundry (doll clothes, extra kid clothes, cot sheets, blankets, bibs)
- Save plastic grocery-sized bags for us
- Fix toys & books
- Attend workdays
- Volunteer in the room- read a book, play a game, hang out, be available
- Go on field trips in the summer
- Donate outgrown clothes (esp. undies, socks and pants)
- Share holiday traditions
- Volunteer for all center workdays

REMINDERS

Please...

- Call by 9:00 if your child will be absent or late
- Sign in & out and read the log daily
- Keep a change of clothing in your child's tub in the bathroom; also check there daily for soiled clothes to take home and if there are enough diapers/underwear
- Make sure your child has appropriate seasonal clothing (winter: snowpants/suit, mittens, boots, hat, scarf; summer: bathing suit or extra shorts or undies, towel)
- Label clothes and other belongings
- Make sure your emergency card is updated with home & work phones and emergency contacts

Medicine

Fill out a *medicine permission slip* once, and write in the log every day the medicine, times and amount needed. Medicine is stored in the Elephant Room bathroom (ask a teacher for the lock combination); meds needing refrigeration are stored in the kitchen

Change of schedule, absence, and withdrawal

At least 2 weeks written notice is required for a change of schedule, vacation or withdrawal; 4 weeks notice is required for change of schedule or withdrawal from May 1- Sept.1

Lost and Found

The lost and found is in the drawers under the bench, in the hall outside the Bumblebee Room



ELEPHANT ROOM

ages 2-3 1/2 years

**Red Caboose Day Care Center
654 Williamson St. 53703**

256-1566