Planning For Arrival

Suggestions to help you and your child begin the day in a calm and relaxed way.

❖ Prepare any food/drink you or your child need before school the evening before (dry cereal in baggies, apple slices, etc). NOTE: ALL FOODS MUST BE EATEN PRIOR TO ENTERING THE CENTER.

❖ Lay out the child’s diapers, clothes or extra clothes, your books, equipment or homework before going to bed.

❖ Sit down and develop a routine of what you and you child will do first, next and last at home. Then follow it religiously until the pattern of behavior is set in the family.

❖ Time yourself from the parking lot into the classroom, walking your child’s pace, and returning to the car or your first class. Add those minutes to plan for your arrival.

❖ When you arrive at the Center take your child into their classroom in a relaxed manner. Make contact with the teacher, put away extra clothes or diapers and sit down for a few minutes to help your child transition.

❖ If your child needs the support of the teacher when you leave, find a teacher and have them ready before you say good-bye. Be sure to say good-bye to your child calmly.

❖ Be sure sign your child in.

Planning for Departure

When you return to pick up your child you need a planned routine to help both you and your child through the transition of leaving.

❖ Be sure to sign your child out

❖ If you have business to take care of in the office, do it before you pick up your child.

❖ Enter the classroom and gather your child’s belongings and notices from the cubbie (or sign in sheet).
Greet your child warmly, chat with them about what they are doing, and wait a few minutes until they complete their activity before you leave.

When you decide it is time to leave, say good-bye to a staff member and leave the classroom.

On the way to the car, share that you were thinking of your child during the day and wondered what they were doing during the day - this gives them an opening to tell you about their day.