



# Rocking Horse Academy

# WELCOMES you to COLTS

**WELCOME TO THE COLT CLASSROOM.** We pledge to do our utmost to have fun while creating an exciting learning environment in our classroom. The Colt room aims to create a home-away-from home environment. Ensuring your child is safe, comfortable, and happy is the best setting for an optimal educational experience. We begin teaching the basics, like colors, shapes, numbers, and the alphabet—mostly through song or play activities. We introduce concepts of sharing and using our manners. Of course, practicing our language skills is extremely important at this age. We teach lessons in English, Spanish and American Sign Language to give our toddlers tools to communicate.

Our classroom has been dubbed the “transition room.” Our focus is to prepare the children for the schedules of their future classrooms. As a classroom we learn through hands-on activities and group play. Our schedule also includes circle time, center time, tabletop activities, story time, recess, and physical education in our gym. A complete classroom schedule is attached and posted in our class.

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## COMMUNICATION:

colts@rockinghorseacademy.com

### COMMUNICATION PLATFORM

As technology advances, so does the software available for Childcare Centers to communicate with families. Rocking Horse Academy subscribes to Tadpoles. We use tablets in our classrooms to help us stay in touch with our families. It is essential that every family has an email address in order to receive notices and information from our teachers. Tadpoles also has a convenient APP for your mobile phone devices. Below is a list of features offered on Tadpoles.

FAMILIES	TEACHERS
<ul style="list-style-type: none"><li>• Receive photos videos, notes by email</li><li>• Download or share photos and videos of your children</li><li>• Receive emergency alerts by text message</li><li>• View your children's portfolio using our mobile application</li><li>• Mark your child out sick or on vacation using our mobile application</li></ul>	<ul style="list-style-type: none"><li>• Share photos, videos, notes to families throughout the day</li><li>• Record meals, activities, naps, and more to daily reports</li><li>• Post lesson plans up to 4 weeks in advance</li><li>• Take attendance</li><li>• Record classroom visitations</li><li>• Mark children sick or on vacation</li><li>• View medical and birthday reminders</li><li>• View child allergy and emergency information</li><li>• View guardian and medical information</li></ul>

Communication between families and the child's teacher is vital. As a team of teachers, we try very hard to communicate with each other about what might occur before or after our shifts. The more you tell us about your child's personality and how you manage behavior, the better we can partner with you. With Tadpoles you can send notes or give special instructions for that day. For example: "Motrin at 11:00" or "No juice today," "Mark has a diaper rash." If you want to call for any reason, the best time is from 12:45-1:30 while the children are napping. Our number is (512) 405- 3700 ext. 113 or ask the front to speak to the Colts classroom.

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### **EARLY GOALS INCLUDE:**

- Replacing formula bottles with whole milk in sippy cups
  - Replacing baby food with table food and self-feeding skills
  - Reducing nap schedules to one nap between 12:00 p.m. and 2:30 p.m.
  - Replacing cribs with a cot
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### **CLASSROOM SUPPLIES:**

We are asking for the following items for each child:

1. Water bottle/sip cup with fresh water daily
2. Crib-sized sheet and blanket (pillow optional)
3. 2 sets of extra clothing, including socks, tops, and shorts/pants.
4. Diapers or pull-ups, wipes, diaper creams, Teething gel
5. Family photos for our bulletin boards (optional)

**PLEASE LABEL EVERY THING YOU SEND TO SCHOOL WITH  
FIRST NAME AND LAST INITIAL**

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### **CLASSROOM GENERAL RULES:**

- ✧ Use Tadpoles to send notes to us throughout the day.
- ✧ Label each diaper with your child's initials. (On the fold while still in the pack is the easiest way to do this quickly).
- ✧ Be sure to let us know about medications and sign those in at the front desk.
- ✧ Be sure to provide and replenish extra clothing, underwear, and socks. Label everything with your child's name, especially jackets and sweaters.
- ✧ Crib sheets and blankets should be brought on Monday and taken home on Fridays.

- ✧ RHA does not have an extra supply.
- ✧ Apply sunscreen in the morning before arrival. Provide us with your sunscreen and a signed permission slip, and we will apply sunscreen in the afternoon.
- ✧ Take home your water bottle daily to clean it and refresh it with water of your choice. Be sure it's labeled. (You can freeze a small amount of water the night before so that water is cool all day.)
- ✧ Bring fresh linens on Monday. Take linens home on Friday. If you are a part time student, you may want to do this every 2 weeks instead of every week.

#### REMINDER OF RHA RULES:

- ✧ Drop off must be by 10 a.m. or earlier unless there's a Dr's note
  - ✧ No food from home after 7:15 a.m. Food will be removed by 7:30 a.m.
  - ✧ Closed-toed shoes are required to reduce chances of falling or injuring your child.
  - ✧ No toys from home please.
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## OUTDOOR ACTIVITIES

We play in the Atrium in the morning and the toddler playground in the afternoon. We work on our gross motor skills outside. (i.e., running, throwing, kicking, and catching). When we play out on the toddler playground, we run races and push the push toys and climb stairs to the lighthouse. We go out every morning and afternoon when weather permits.

We use our wagons to take walks around the school and around the building outside. Our students will greet other teachers and students as we venture out.

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## CUBBIES & HOOKS:

Your child will have 2 cubbies in the room and one hook. The cubby over the counter is for extra clothing and jackets and other personal items. The second cubby is by our changing table where we keep the diapers, creams, and wipes. We keep the extra supply of diapers in our cabinets by the sink.

Each child will have his/her own hook under our cubbies. Children often purchase identical jackets and sweaters. Please put your child's name on the tag to avoid confusion and loss.

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## EATING:

You may bring breakfast for your child if dropping off before 7:15 a.m. We will remove all food from the tables at 7:30 a.m. No outside food is allowed after that time. We serve our morning snack at 9:00 a.m. Lunch begins at 11:15 a.m. You may bring your lunch and we can heat anything up in the microwave, or you can purchase a lunch from our kitchen. Our afternoon snack is served shortly after nap around 3:00 p.m.

If you provide lunch from home, RHA asks that, for the safety of the children and classroom, you please bring lunch in non-breakable containers. (no glass, please)

If your child has special dietary needs, please let us know. **If your child has a dietary restriction or food allergy, you must provide written verification from a physician or a registered or licensed dietician.** RHA will not provide nutrition for dietary restrictions or allergies, instead, you will need to provide alternate nutritious food options for snacks and lunch daily. We will post a sign in our classroom noting your child's food allergy/dietary restriction and include a picture of your child.

At this age, we still serve whole milk to the children. *We are nut free in our school. Please do not send any food items that contain nuts for your child to eat.*

Should you require an alternate to milk such as soy milk, almond milk, or other milk-type products, we store those in our kitchen and the staff bring us a portion for morning snack and lunch.

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## **NAP:**

We nap between 12:00 and 2:30 p.m. We lower the lights and play soft music. Some children need patting, and we do our best to comfort all who need that extra help going to sleep. Children this age sleep on our cots. Families are asked to provide a crib sheet and blanket for naptime. You may also bring a pillow and perhaps a teddy bear to sleep with. Please bring fresh linens every Monday and take them home on Fridays to be washed.

Rocking Horse Academy does not have extra sheets to provide our classrooms when linens are forgotten.

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## **ILLNESS POLICY:**

When your child shows certain symptoms to indicate he/she might not be feeling well, we will first give you a courtesy call to let you know what we are observing. If the child has a fever, diarrhea, or vomiting as per our policy and minimum state standards, we will ask you to pick up your child immediately. Our policy allows you 90 minutes to pick up your child once we begin trying to make contact. We do have a 24-hour return policy, or you must have a Dr.'s note for your child's return sooner. Children must be symptom and fever free for 24-hours without medication before returning. Please call us and let us know if your child is ill with a contagious disease so we can post a notice to let other families know about the illness.

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## **BEHAVIOR MANAGEMENT:**

Our primary method for managing behaviors is to use positive guidance. We reward appropriate behaviors with positive praise. If a child needs a reminder of the rules, we use redirection to move the student away from the situation. If that doesn't work, we will put them in time alone for one minute and talk to them about what they have done. We also talk about using our soft touches only, be nice to our friends, and ask "where do your hands go?" If a problem continues, we will communicate with the family to see if the behavior is happening at home as well and we will try a consistent approach

working from home and school.

At this age level, the children are just starting to use words and cannot always communicate what they want or do not want. As a result, when another child gets too close (crowds them) or attempts to take something away, a child may bite because he/she is frustrated and are unable to effectively communicate with the other child using words. While all children at this age are capable of biting, some bite more often than others and some never bite at all. As preschool teachers, we watch each child to the best of our ability and always try to stop a bite before it happens. We work with each of the children, especially our known biters, to teach them that they should “use their words” in place of biting. We teach this through roleplay (using dolls to show that biting hurts and that words like “No” and “Stop” work much better) and discussing how much biting hurts others. We also play games in class and on the playground so that children begin to understand the meaning of “Stop”.

Overall good behavior is always rewarded with praise and activities that the children enjoy.

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## **COLT SCHEDULE**

### **MORNING**

- 6:30 – 8:00 Free Play
- 8:00 – 9:00 Art/Manipulatives/Circle Time/Diaper Change 9:00 –
- 9:00 – 9:30 Wash Hands & Eat Snack
- 9:30 – 10:15 Atrium Play/Toddler Playground or Wagon Ride
- 10:15 – 10:50 Circle Time/Free Play/Diapers
- 10:50 – 11:30 Wash hands/Eat Lunch
- 11:30 – 12:00 Diapers/Clean-up/Nap Prep
- 12:00 – 2:30 Nap

### **AFTERNOON**

- 2:30 – 3:00 Diapers/Wake up/Free Play/Clean up 3:00
- 3:00 – 3:30 Wash Hands/Snack
- 3:30 – 4:00 Toddler Playground/Atrium/Wagon Ride
- 4:00 – 4:30 Free Play
- 4:30 – 5:15 Aft/Circle Time/Manipulatives/Diapers
- 5:15 – 6:30 Free Play – Pick up

# TODDLER BENCHMARKS

Benchmarks are goals that we work toward in our classroom. Your lesson plans and every day interactions are interwoven with these benchmarks to best help in the development of your child. None of these benchmarks are set in stone and are only here to help guide us in our curriculum. Always remember every child does develop in a different way. If you have any questions or concerns, please contact us or the administration.

## Social Interactions

- ✓ Children enjoy playing alone or side by side another child.
- ✓ Children become frustrated when learning new skills, they haven't mastered.
- ✓ Children will have mood swings and tantrums lasting 1 minute to 30 minutes long.
- ✓ Children don't understand their actions hurt others. (Biting, hitting)
- ✓ Children show concern and form friendships with other students.

## Language & (Pre-) Writing

- ✓ Children understand more than they can verbalize.
- ✓ Children can follow simple directions.
- ✓ Children may bite out of frustration, personal space, or lack of verbal skills.
- ✓ Teachers encourage children to use their words.
- ✓ Children love finger plays, repetition, rhyming, songs, and flash cards.
- ✓ Children enjoy scribbling, finger painting, shaving cream, and playdough.

## Math/Manipulative

- ✓ Children will begin to learn counting.
- ✓ Children will identify basic shapes and colors
- ✓ Children will learn to stack multiple objects.
- ✓ Children will learn to match like objects and manipulate puzzles
- ✓ Children will learn the difference between big-small and fast-slow, etc.

## Science/sensory

- ✓ Children will explore using different senses.
- ✓ Children will be able to identify parts of their body.
- ✓ Children will learn cause and effect (Turning lights off/on, banging a toy drum/makes noise, etc.)
- ✓ Children can sort objects into groups.
- ✓ Children enjoy playing with sand, water, shaving cream, playdough.

## Physical

- ✓ Children will become more proficient at throwing, catching, kicking balls.
- ✓ Children love to climb.
- ✓ Children can jump up and down, walk on their tip-toes.
- ✓ Children enjoy running in large groups.
- ✓ Children attempt to carry larger items.

## Life skills/social studies

- ✓ Children assist with dressing and undressing
- ✓ Children can brush their own teeth and wash their hands with supervision.
- ✓ Children will help with simple clean-up tasks.
- ✓ Children learn classroom routines.
- ✓ Children learn their manners, such as please, thank you, may I, yes sir, yes, ma'am.