



Robinson School "Bright Beginnings" Toddler Program



Parent Handbook

Toddler Program

Welcome to Robinson School's "Bright Beginnings" Toddler Program. The first years of your child's life are the most important for his/her development and we are honored that you have chosen our School to be part of these important and memorable years.

This Parent's Handbook is provided to families so that each of us will know what to expect of the other. A review of the Handbook's Contents reveals that it contains information on the program philosophy, goals, and objectives, an overview of the curriculum, and statements of the programs policy and procedures. It is our hope that you will take the time to read it carefully, and will question us regarding any unclear points. Working together we will set your child on the road to a healthy and happy childhood full of wonder, imagination and the joy for learning.



Our Program's Objectives

We provide child care as well as child development for children ages 18 months – 3 years.

At Robinson, our primary objective is to provide Toddlers an appreciation and joy for learning in a safe and nurturing environment, where they are intellectually engaged. We fuel their imagination and curiosity by providing them opportunities to discover and explore the world around them. They become increasingly ready to take initiative, acquire basic skills, participate in a group, and assert themselves as individuals.

Robinson School's Mission

Academic Excellence, Christian Values, Respect and Dignity for all.

Our Beliefs

An excellent education requires close collaboration among teachers, students, parents, and staff... to make the daily experience at Robinson engaging, stimulating, and enlightening for all.

Enrollment Policies

Children 18 months to 3 years of age are eligible for enrollment. In accordance with Puerto Rico law, several policies must be followed, including proof of identity and items related to health, nutrition, equipment, outings, and emergency procedures.

Before your child begins in the program, we must have the following documents or items completed:

- Enrollment Application
- Emergency and medical examination forms
- Immunization Form (updated each time your child receives shots)
- Completed Parent Handbook Card (copy)
- Commonwealth-issued copy of original Birth Certificate
- A Social Security number for the child
- Parental identification
- A recent photograph of the child (2x2)
- Completed Parent Questionnaire
- All needed supplies: diapers, wipes, cream, change of clothes etc. (all properly labeled with your child's complete name)

Curriculum

Our Toddler Program offers a developmentally-appropriate curriculum that is designed to enhance the overall growth of your child. Each class is literature-based and specifically designed for age-appropriate developmental skills of the children. Incorporated into the Curriculum are opportunities for music, creative art, learning centers, directed activities, independent activities and outdoor fun. These activities will lay the foundation of growth for the whole child. They will also be child-directed through the use of learning centers, which include: Art/Fine-Motor Skills, Language, Blocks, Manipulatives, Dramatic Play, Quiet Area, Water Play and Educational Toys.



Daily Schedule: Monday – Friday, 7 am – 6 pm (Daycare 2:00 – 6:00)

7:00 – 8:00	ARRIVAL – Free-choice play. Students will be carefully checked upon arrival and observations noted.
8:00 – 8:40	Clean Up - Breakfast
8:40 – 9:30	Circle Time/Centers*
9:30 – 10:00	Outdoors Play or indoor Large Motor Skills
10:00 – 10:10	Wash Up
10:10 – 10:30	Milk/Snack Time
10:30 – 11:00	Song & Movement - Planned Activities
11:00 – 11:30	Wash Up - Lunch
11:30 – 12:00	Story Time
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12:00 – 2:00	Nap Time
2:00 – 2:15	DISMISSAL /Pick-Up (except Daycare children)
2:15 – 2:30	Snack
2:30 – 3:00	Outdoors Play
3:00 – 4:00	Planned Activities/Centers*
4:00 – 6:00	Free Play – DAYCARE DISMISSAL /Pick-Up

- Diaper-checks and potty-training happens throughout the day.
- Program will be closed during the Holidays (see yearly Calendar provided).

Arrival and Departure Procedures

When arriving at School, please follow these Procedures:

ARRIVAL

- Escort your child all the way into the Toddler room
- Sign-In your child
- Once you have placed your child's belongings in his/her "cubby," please take him to the teacher for a Morning Checkup. The school is not responsible for any child that is not properly checked in by the parent.
- **We do ask that parents ensure their child arrives no later than 8 am to avoid the loss of valuable instructional time or disruption to the teacher's teaching.**

DISMISSAL

- Enter the Toddler classroom to pick up your child and sign your child out
- Check your child's cubby for daily reports
- Inform the teacher if you are leaving with the child. A daily report will be sent home with a summary of your child's day: rest, activities, meals etc.

A list of responsible people whom you have authorized to pick-up your child from School will be kept in your child's file. Please ensure these names are updated as needed. A proper ID must be presented by any person other than the parents when picking up a child. **We would like to know in advance if you are unable to pick up your child and have requested someone from the list to do so by calling the office at (787) 999-4604.** Please note that we will not release a child if any individual is intoxicated, disoriented, aggressive or other form that may affect the child.

Health Policies

Robinson School's "Bright Beginnings" Toddler Program is required by the authorities to maintain up-to-date health records for all the children in attendance. Each and every child must have current immunizations records and medical examination forms signed by a physician. Immunization records must be updated regularly by parents.

We are sensitive to the needs of our students and encourage parents to disclose any medical conditions that may affect the child at school. Please contact our Health Services office should your child have a special health need, such as allergies or chronic illnesses (asthma, hearing or vision impairments, feeding needs, seizures etc.).

Robinson School personnel will not administer any medication unless it has been previously authorized on the Medication Authorization Form. Parents must inform the school in writing if a student is temporarily required to take any medication while at school or has any specific health-related issues that require follow up, for example, special nutrition needs, allergies, etc. For medications, the written statement must include the doctor's recommended intervention. All medications provided by parents must be in their original box, bottle, or jar with prescription label. If a medication is to be administered by authorized Robinson School personnel, parents must provide a written authorization to this effect.

Certain symptoms suggest the presence of illness. Any child who presents the symptoms noted below should be excluded from attending school until a health professional releases them:

- Temperature in excess of 100.5 degrees
- He/she is vomiting and/or has diarrhea
- Rash
- Bacterial infections
- Any condition considered contagious by the Department of Health

Emergency Procedures

In the event of an emergency, parents or legal guardian will be notified immediately. If parents cannot be reached, we will use the contacts on the list provided by you. If no one can be reached and the child needs medical assistance, our school nurse or administrative personnel will escort the child to the nearest hospital. Fees for medical expenses are the parents' responsibility.

Natural Disasters

Children and staff rehearse emergency drills throughout the year. In the event of a disaster, we ask that parents remain as calm as possible since phone lines will not be working and traffic may be heavy. We will do our best to notify families immediately. The school has an evacuation plan that has been properly revised by the proper authorities. In the event of a hurricane warning or severe weather, parents will be notified by phone, the local radio station (WOSO or WKAQ), television, or website.

Security Lock-Downs

In the event of a threat to the children or school, we may have a "lock-down." All doors will be locked and children will be placed away from all windows and doors, out of sight from the outside.

Child Abuse

If Robinson School has any suspicion or evidence of child abuse or neglect, we are required by law to report it immediately to the Puerto Rico's Department of the Family.

Personal Items

Robinson's "Bright Beginnings" Toddler Program asks that parents **avoid** bringing toys from home... except when requested by the teacher for "Show-and-Tell." We are not responsible for lost or stolen items. Robinson has the age-appropriate toys required for playing and learning.

We **do** need you to bring the following personal items for your child:

- Diapers, pull-ups and underwear
- Baby wipes
- Diaper rash cream
- An extra set of clothes in large zip-lock bag
- A small backpack
- A blanket and small pillow
- Velcro-closure shoes or sneakers
- Robinson Shirt with any navy blue shorts

All items must be properly labeled with the child's name in permanent ink/marker.

Parent Teacher Conferences

Throughout the year, teachers will provide parents a Progress Report that will give parents information regarding the developmental skills their child has acquired, as well as those still evolving. The report includes the physical, social-emotional, cognitive (intellectual) and self-help skills of the child.

Discipline

We provide a safe and nurturing environment for all our children. If we find a child needs more guidance or support the teacher, along with the Administration, may request a meeting with parents to discuss possible support options. If a child is disruptive to the Program, or represents a potential threat to his/her peers, parents may be asked to withdrawal their child.

Enrollment

As a new parent with a child in our Toddler Program, we welcome you to the Robinson Community, with all the customary privileges and joys it brings.

Tuition and Fees

Application Fee (Non-refundable; due with Application)	\$ 50
One-Time Registration Fee (Non-Refundable)	\$700
Toddler Program Tuition (Monthly)	\$700
Afternoon Daycare Option (Monthly)	\$200 (parents to supply diapers, wipes, snack, special dietary needs)

Should you remove your child from the program, the unused portion of the Tuition or Daycare (only) paid will be pro-rated and reimbursed within 30 days.



Continuing your child in our Bright Beginnings PPK Pre-School Program

As a matter of School Policy, you need to be aware that parents wishing to enroll their child in our Bright Beginnings Pre-School PPK Program following completion our Toddler Program will need to reapply in order for the School to evaluate the appropriateness of the Program for your child.

Please sign, copy and return.



Toddler Program

Parent Handbook Signature Form

I (We), _____,
parent(s) of _____ have read and fully
understand the policies and procedures outlined in the Parents' Handbook.

I have discussed any Policy or Procedure I do not understand with the
"Bright Beginnings" Toddler Program staff. I (We) agree to all the Policies
and Procedures that are set forth in this Handbook.

Child's Complete Name: _____

Child's Birthdate: _____, 20_____

Parents'/Guardians' Printed Names: _____

Parent/Guardian's Signature(s): _____

Date: _____

Telephone: _____

Telephone: _____

email(s) _____
