



Suntree United Methodist Church Tiny Two Program Handbook

Classroom: (321) 242-9925

Church Office: (321) 242-2585

Elizabeth Foret, Tiny Two Lead Teacher
tinytwo@suntreeumc.org

Suntree United Methodist Church Children's Ministry
Kaitlin Francavilla- Director of Children's Ministry

License # C18BR0149
Denise Schilling, Preschool Director

*"They are only small for a little while,
we want them to have lots of laughs and smiles.
Through fun and play,
the Bible verses will help guide the way.
We will spend the time with crafts and song,
then ABC's and 123's will come along."*

by Melanie Jarvis



It is our goal to provide a safe, loving, healthy, and fun environment for every child while in our care.

“And the child grew and became strong in spirit”

Luke 1:80

Drop Off at 9 a.m. & Pick Up at 11:45 a.m.

Drop off will be in the car loop closest to the entrance of the school near Wickham Road under the front overhang of the building. Please pull up and wait patiently in your car for a teacher to come and greet you and your child. Once a teacher is present, please get out of your vehicle, take your child out of their car seat and hand them safely over to the teacher with their backpack. The teacher will always hold your child's hand and have your child walk until they are safely delivered to their classroom. If you have any instructions about pick up for later in the day (an alternative pick up person, a change in pick up time), please communicate in writing this to the teacher when they greet you in the morning so we can plan accordingly.

Pick up will take place in the car loop behind the church near the Tiny Two playground. Please pull up to the stop sign next to the playground and make sure to have your child's car sign visible. The children will be enjoying their outside time when you arrive or will be dismissing from the adjacent building on rainy days. Either way, to keep everyone safe, please stay in your car and a teacher will bring your child to you.

If you will not be picking up your child, please let us know in writing the name of the person picking up when you drop off in the morning. We will ask for proof of identification before we release your child. Anyone who you would like to have the ability to pick up your child needs to be on your pickup list which is located on your Tiny Two class registration paperwork.

If a child has not been picked up by 12:00 p.m., a late fee of \$1/minute will be assessed.

What Your Child Should Wear and Bring—

- Make sure **all** of your children's belongings are labeled with first and last name (backpack, non-spill cups, snacks etc.)
- Make sure when choosing a backpack, it is large enough to hold a standard sized folder (9x12).
- Do not bring items from home (unless instructed) because they may get lost, broken, or be a choking hazard for small children. No baby bottles, blankets, or binkies.
- All children need to have an **extra change of clothes** and leave it in their backpacks at all times.
- Your child will not need the SUMS preschool chapel shirt.
- **Sneakers (closed toe shoes) and socks are required for the playground**, no flip flops, crocks, or sandals. They fall off their feet and/or mulch and dirt get inside the shoe.
- For the girls, if they wear a dress, please have them wear bloomers or shorts underneath over their diapers, pull-ups, or underwear.
- Remember to send your child in appropriate clothing and have a jacket or sweater if needed when the weather changes.
- Please do not have your child wear any jewelry, including amber teething necklaces.

Potty Training

While we encourage potty training, we welcome children in Velcro sided pull-ups when they understand the concept and are going on a regular basis at home. We will accept a child in underwear **only** when they are fully potty trained. Our goal is to teach your child to become more independent with “potty time” by encouraging them to pull down their undergarments, flush and wash their hands independently. If you can encourage them at home with this that would be wonderful!

Discipline

Our policy is to use a loving guidance approach utilizing Conscious Discipline guidelines to keep all children safe in our care. If a child is disruptive or aggressive, we will first try to redirect his/her attention. If this is ineffective and the behavior continues, we will give him/her a chance to regroup in our class safe place. If the behavior continues, we will contact the child's family to determine next steps in keeping the child and his/her classmates safe.

Biting Policy

Although we understand that biting may occur when caring for young children who are not yet able to verbally express their feelings, biting is an unsafe and unsanitary behavior that we cannot permit. If a child bites and breaks the skin or bites more than once, the parent/guardian will be notified and asked to remove their child for the remainder of that day. If farther action is needed will result in a meeting.

Health Policies

Florida Department of Children and Families requires each child to have an up-to-date Florida Certification of Immunization and Florida Health Exam Form filled out by a physician and parent or guardian.

In order to maintain a healthy environment, please keep your child at home if you observe any of the following:

- Discolored nasal discharge (green or yellow mucous)
- Discharge around the eyes or pink eye
- Excessive coughing
- Fever, vomiting, or diarrhea
- Contagious rash or open sores
- Head Lice

If your child should develop any of the above symptoms while under our care, we will call you to pick up your child immediately. We also ask that all warts and abrasions be covered.

Registration, Enrollment, and Tuition

The Registration Fee of \$300 will be payable at the time of registration.

Forms to be filled out before the first day of school include: A Child Care Application for Enrollment and the Know Your Child Care Facility sheet, an up-to-date shot record and a yearly physical form from your pediatrician's office.

The Influenza Virus information sheet can be viewed on the SUMS website and in your parent folder. Please ensure you have a signed Influenza Virus-information sheet in your child's file at school.

The tuition of \$300 is due on the first day of school and then on the 5th day of every month. A late fee of \$20 is assessed if tuition is not paid by the 5th. If the tuition has not been paid, your child will not be allowed to return until the balance is paid.

If you claim childcare expenses, our provider tax # 59-2424288.

The Tiny Two Class will follow the Brevard Public School Calendar at www.brevard.k12.fl.us.

We will always notify parents in advance of any deviations from the BPS calendar

Class Ratio

There are 3 teachers for the Tiny Two class and we have a class size that ranges from 8-12 children.

Snack Time

No lunch boxes. Instead, please send in your child's snack in a disposable Ziplock bag or paper bag with their full name on it. A no spill thermos with your child's full name on it is still required. **Please do not send in any juice boxes or Capri Suns, they are easily spilled and wasted.**

***For the safety of the children, the Tiny Two Class is a peanut free room, so please do not pack nuts or peanut butter for your child's snack. ***

Class Parties

We typically have about 6 parties where family members are invited to join the class.

They include:

- Fall party
- Happy Birthday Jesus party
- Donuts with Dad party
- Easter party
- Mother's Day party
- End of the Year party

The lead teacher will always send home an invitation with all of the party information on it a few weeks before the party date to give you time to plan. We love to have our families join us and enjoy these special moments with their children!

Birthdays

We would like to celebrate your child's special day! We will choose a day closest to their birthday, invite the parents to join us at snack time and have a few special activities for them.

We ask that you please send in a **small store-bought treat**; examples would be small ice cream cups, small cookies, Rice Krispies treats, small donut holes.

Please don't bring any cupcakes; with such little hands this special treat can become too much to manage. **Also, please remember no peanut butter/nut ingredients.**

For those of you whose children have summer birthdays we will celebrate during the month of May.

Let us know if you do not want your child's birthday celebrated in school.

If you would like private party invitations passed out to the class, we would be happy to do so, but we do ask that all classmates are invited.

Teachers

The teachers have completed their 45 Hour Department of Children and Families (DCF) Child Care Training and CPR/First Aid Certification. If a teacher is unable to be in class and a substitute is needed, that person will be from SUMC childcare staff or SUMS preschool staff.

What Tiny Two's Do

Play
Have fun
Make Friends
Sing Songs
Bible stories and lessons
Make Crafts and Pant
Story Time

Learn about
Hello, Goodbye
Manners
Hygiene
Sharing, Listening, Walking in a line
Colors
Shapes
Letters
Numbers
Animals

Table Activities
Sensory Activities
Puzzles
Manipulatives
Coloring
Blocks



Tiny Two Turtles Class

Daily Schedule

Mondays and Wednesdays

9:00 Drop-off in front of Church Car Loop
Clean hands/ Coloring sheets/ Hands on
Activities

9:25 Clean Up/ Circle Time- Welcome/ Bible
Lesson

9:35 Line up/Outdoor play

10:00 Clean up Outside/line up to come
inside

10:10 Circle Time – Read Book/ Say
prayer/Clean Hands

10:20 Snack Time/Clean up Snack

10:30 Free play/Craft time/ Bathroom and
diaper Change

11:20 Clean up/Line up /Go outside

11:25 Music time/ outdoor play

11:45 Pick Up in Playground Car Loop