

## **TEACHERS**

**Janet** (Lead Teacher) has worked at Red Caboose since 1982. She lives in Stoughton with her husband, 2 kids, 3 dogs, and a guinea pig. In her spare time she likes to do scrapbooking, stamping and reading.

Her hours are:

M, T, Th 8:15-3    W 8:15-2:45

F 8:15-5:15

**Leigh** has worked in the field of child care since 1993. She loves children of all ages, and considers herself to be a “big kid” at heart. She enjoys painting, reading, and spending time with her family and friends.

Her hours are:

M 8-1:30; 2:45-5

T 8-1; 2:45-5

W,Th 12-6

F 8-1

**Karen** has worked in the field of early childhood since 1983. Walking trips in the neighborhood, music, cooking, and observing nature are some of the activities she enjoys in the classroom.

Her hours are:

M,T,F 12-6

W 8-5

Th 8-1; 2:45-5

## **DAILY SCHEDULE**

7:00	Red Caboose opens
7:00	Mixed age group in the Bumblebee Room
8:00	Free play in the Grasshopper Room
8:30	Breakfast
9:00	Jobs
9:15	Outside or Moonshine Room
10:00	Small group time - projects & choices
11:00	Calendar
11:15	Lunch
12:00	Outside
12:30	Story time
1:00	Nap starts
1:30	Wake up time starts - small group activity or choice time
3:00	Snack
3:30	Outside or Moonshine Room
4:15	Small group / choices
5:30	Late snack with mixed age group in Elephant Room or outside
6:00	Red Caboose closes

### **ROOM MEETING: WEDNESDAYS**

1:00 -2:30

Parents are welcome to schedule conferences at this time

## **ROOM INFORMATION**

There are 18 children in the room, with a teacher/child ratio of 1:9.

### **Staff/Parent Communication**

Take a look at the daily *information log* on the shelf next under the big white board. It will tell you about the individual and group activities, as well as who did not nap for each day.

Also, please remember to sign in and out (inside the classroom under the clock) and check out the *white boards* and *bulletin board* daily.

Parents can communicate with staff by writing in the log by the white boards.

### **Grouping of Children**

At choice time, both rooms are open to all the children. We occasionally divide the children into small groups for special projects.

## **SPECIAL ACTIVITIES**

- Occasional trips to the farmers market
- Friday afternoon movies
- Writing center
- Science area
- Special field trips in the summer
- Classroom jobs
- Spanish & sign language exposure

## ***GOALS FOR THE ROOM***

- Feel safe and happy
- Learn to work as a group and play cooperatively
- Use group meetings to plan, problem solve, and discuss classroom issues
- Explore written language
- Explore languages other than English (Spanish, German, Sign, etc.)
- Expand on problem solving skills by gathering information, brainstorming, and implementing solutions
- Work toward independence by accepting responsibility for materials and belongings
- Initiate and carry out independent activities without direct adult supervision
- Practice sitting during group times - gradually increasing time as kindergarten approaches
- Learn to follow a schedule
- Discover materials, activities, and physical spaces through creative play
- Expand understanding of 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***

- Volunteer in the room- read books, do art projects, play a game, hang out
- Do laundry or mending of dress-ups and doll clothes
- Go on field trips
- Help at work days
- Let us visit you at work
- Save paper towel & toilet paper tubes, plastic grocery sized bags, and other recyclables for art projects
- Donate outgrown clothes (esp. undies, socks and pants)

## ***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 locker at all times.
- 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
- Take home your child's blanket, pillow and stuffed animals every Friday to wash
- Clean out lockers on Fridays- remove art projects, dirty clothes etc.
- No toys from home

### ***Medicine***

Fill out a *medicine permission slip* once, and *write in the log every day* the medicine, times and amount needed. Medicine is stored above the sink (ask a teacher for the lock combination); meds needing refrigeration are stored in the fridge in the billing office.

### ***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 a plastic crate below the daily log shelf in the room



## **GRASSHOPPER ROOM**

*ages 4-5 years*

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

**256-1566**