



Parent Handbook



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Welcome

'Hi everyone, thanks for coming to see our 'home away from home' location. This is a passion project for us and as such, we aimed at putting all the details in place to make it a safe and stimulating surrounding for your toddlers. The purpose of the handbook is to help you get answers to questions that you may have regarding the functioning of Little Sprouts Nursery.'

Terry-lee O'Connor
Little Sprouts Nursery Director

Total English Submersion

TES program focuses on helping toddlers to grasp the English language in a very fluid natural way. The moment the toddler enters the premises until the time they leave, all interactions are done in English. What this does is that it prepares the child's brain for adaptation through this recurring habit. A core belief in the TES program is that children never stop learning. Whether they're participating in a class prepared by an educator or preparing the table for snack time. There's always something to learn! With alert educators that take advantage of every learning opportunity to engage the child, organized learning aids, safe warm surroundings and balanced nutritional meals; your child will thrive and develop in the best way possible.

Parent's role



Your role as parents/ guardians is crucial in implementing TES program. Parents are expected to interact in English with your toddler on the Nursery premises.

Little Sprouts Nursery core values

1. THE WATER

Balanced nutritional **healthy meals**.

Food: Proper nutrition plays a vital role in how your child develops, their health, their mood and their overall happiness. Throughout the day your children will be fed healthy meals or snacks every 2-3 hours. In addition, if you'd like us to give them any special formulas or milk, just leave it with preparation instructions and we'll give them.

We cooperate with one of the best children catering company in Warsaw, **DOM Made catering**.

2. THE WARMTH

Necessary stimulations such as **Yoga** and playful learning to build motor skills, spatial skills, creativity and emotional awareness.

Activities: Toddlers are like sponges, they are capable of absorbing different experiences without restrictions. This is why it's crucial that



we expose them to different things that will quench their curiosity and build on it. Here at little Sprouts we have a curriculum that covers a vast knowledge area. We focus on literacy/reading, Math, Fine motor skills, Yoga& Sport, Gross motor skills, Science, Art, Practical life skills, Sensory skills, Music skills Dance skills

Our weekly Plan

Week Planner					
Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:30	Child's arrival/Playtime				
8:30-9:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9:00-10:00	Circle time	Yoga	Circle time	Yoga	Circle time
10:00-10:15	Fruit break				
10:15-11:15	Walk/playground	Walk/playground	Walk/playground	Walk/playground	Walk/playground
11:20-12:00	Activity: Dance	Activity: Arts	Activity: Science	Activity: Music	Activity: Sport
12:00-12:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:30-14:30	Story/Rest/Nap	Story/Rest/Nap	Story/Rest/Nap	Story/Rest/Nap	Story/Rest/Nap
14:30-15:00	Soup	Soup	Soup	Soup	Soup
15:00-16:00	Yoga	Circle time	Yoga	Circle time	Yoga
16:30-17:00	Snack	Snack	Snack	Snack	Snack



Week Planner					
17:00	Child's departure				

Yoga: kids practice different elements of mind-body balance and strength - through games and stories

Playtime: kids are encouraged to play with each other with whatever learning aid/toys/games they choose.

Breakfast/snack: a different selection of food products are provided.

Circle time: each month focuses on a different topic - the kids learn songs, rhymes, games, etc. on that topic.

Fruit break: kids help with the fruit preparation, they also learn about nutrient facts of a particular fruit.

Walk/playground: walk around the neighbourhood (we'll dress accordingly& we'll only stay in if the weather report indicates that the smog level is harmful).

Dance: each month targets a different dance discipline - movement, coordination, rhythm.

Arts: each month looks at a different type of art display/creation using different materials.

Science: each month focuses on discovery time through experiments, elements of biology, universe.

Music: each month kids are introduced to different instruments, melodies, etc.

Sport: each month targets a different sport discipline - e.g. football, running, tennis.



3. THE PLACE

Safe, clean, inspiring surroundings that has a **'Home away from home'** feel.

It's important for us that your toddler feels confident to explore their surrounding safely. As such, all the shelvings and learning aids have been selected to be suitable for toddler play.

Room layout: The toys and learning aids will target different areas of development and skills. The materials will be re-adjusted and changed every 2 weeks. The areas are as follows:

- Symbolic play-encourages roleplaying; e.g., restaurant, office
- Block construction-corner for children to create and build; e.g., cars, trains
- Science area-focuses on introducing concepts related to nature and experimenting; e.g, seedbed, float/sink
- Library area-cozy area to relax with books; e.g., listening stories or going through picture book

- Manipulative corner-focuses on fine motor development; e.g., puzzles, serving activity
- Literacy& writing-these tasks introduce letter, numbers, sounds;e.g., letter sandbox, object+letter sound match
- Practical life-different tasks focusing on 'everyday' activities;e.g., watering plants, cleaning a shoe
- Arts&craft-stimulating the artistic side;e.g., painting, drawing

During the meal times and playtime, the toddlers are encouraged to be together, sharing and learning. When it's time for the specific activities, namely: Yoga, Dance, Art, Science, Music and Sport. Then they are separated based on age; toddlers close to 1year old up to 1.5years, 1.5yrs up to 2yrs and 2yrs and older.

4. THE CARE



Warm, encouraging, **English** speaking educators.

All our educators are certified and have experience working with toddlers.

Basic hand gestures and signs: We implement the use of basic signs to assist toddlers, so as to help them feel more seen and heard; especially for those not yet speaking.

examples:

- hugging yourself: while asking the child if they would like a hug
- touching the mouth: anything related to eating/hungry
- thumbs up/down: yes/no

Parent participation:

Family is a core part of our organization and so parents are encouraged to take part on any basis that they can. From as simple as singing or talking to your toddler about their upcoming day at the Nursery or creating a drop-off routine in English. There will be weekend parent-child yoga sessions; please join us. We also welcome parents to come in and share with the little sprouts an activity or interest area of yours. Practise speaking to your little sprouts in English as often as possible, this will boost their reception and interest in the language. Remember we only use English on the Little Sprouts premises.

Parent participation is welcomed and strongly supported. Together we can support your child.

Drop off/pick up: Drop-offs can be stressful for some toddlers and this is totally normal. There are new people, place, toys and interactions. We aim to make the drop off and pick-up interactions go as smoothly as possible, so parents are encouraged to create a routine that helps your toddler to relax and feel prepared for their day at the nursery. Examples:

- Let your toddler pick-out clothes for the next.



- Talk to your toddler about their up-coming day. (all the fun activities and friends they'll play with)
- Create a fun routine: this could be in the form of a super simple song (Little Sprouts, YES (2x), Here we go (2x), We will sing and play, YES (2x), 123 (2x)
- Re-assure your toddler you'll be back to get them.
- Allow your toddler to take a toy from home
- Keep the 'good-byes' short & swift
- Use technology: -to inform us of any disruptions that may affect your toddler that morning;e.g., a sms- he/she didn't sleep well.

Policies and Procedures

Payment Policy: Must be paid to the 3rd of each month: 2500zł (Full time), 1800zł (Half-day or 3/5 days a week). The monthly payment includes food and all additional activities.

One time, non-refundable entry fee 1500zł.



Payment must be made on time, if not additional late fee is applicable.

Account info: 55 1020 4900 0000 8902 3238 1347, Bank PKO BP.

Hours at of operations: We are open Mondays-Fridays 7:30-17:00. Exceptions are on public holidays and scheduled holidays.

Contact: email- nursery@littlesprouts.pl, tel: 579 528 162, www.littlesprouts.pl

What's needed from home? Your toddler's favourite small toy, a small blanket, a small pillow(optional), toothbrush(with cover), toothpaste, comfy back-up clothing, comfy indoors shoes and a small bag.

Administering medication: At little Sprouts we do not reserve the right to administer any medication without parent/guardian approval or knowledge.

However, if your toddler takes any medications, prepare clearly explained directions how to administer the medication. Also state the purpose of the medication. This document needs to be signed and any changes must be confirmed in writing.

Absence procedure: We look forward to having all our little sprouts at the nursery daily, so in the event of absence, please inform us via sms or email. On occasions when possible, please inform us in advance.

Health Procedure: We want your toddler to be safe and healthy at all times, however it's natural that from time to time they may catch a cold or not be feeling 100% or experience mild illness. In such instances, we will try to support you by aiding in their recovery and keeping them as comfortable as possible throughout the day.

However, to minimize the transmission of illness, we must enforce certain health precautions.

If your toddler experiences any of the following conditions, for their fast and full recovery, keep them at home.



Fever

If your baby's temperature is 38 degrees C or above, it means he has a fever. As well as having a fever, your baby may be irritable, and really unwell. Take your toddler to the doctor if he is lethargic, refusing to eat or feed, or wheezy(having difficulties breathing).

Infection of the airways

Bronchiolitis or flu are both respiratory illnesses, where your child's airways become infected. With flu, your child will have aches, as well as a nasty cough. Keep your child at home until he is better, particularly if he has a fever, too.

If your child has whooping cough, keep him at home for two days from when he starts antibiotics. If your baby is not having antibiotics for whooping cough, keep him at home for 7 days from the start of his illness.

Diarrhoea and vomiting

Your child could have a stomach bug. If your child has diarrhoea and vomiting, he should stay at home until 48 hours after he was last sick or had a runny poo.

If your child's poos are bloody or have mucus in them, or his vomit is green, take him to the doctor.

Contagious skin disease

In the case of impetigo, your baby can go back after 48 hours of treatment with antibiotics, or when the sores have crusted over.

If your baby has scabies, keep him at home until his first treatment has finished.

If your baby has ringworm, he can go to nursery, as long as his infection isn't widespread.

A rash



A rash with a fever and other symptoms is a sign that your child should stay at home.

Have it checked out with the doctor and then return the child after the doctor has confirmed that it's not contagious. If you'll receive any medicative cream, take it to the nursery with the instructions and we'll apply it as needed.

Eye infection

If your baby has red eyes, with a watery or yellow discharge, it's likely to be conjunctivitis. Take your toddler to the doctor to clarify what the illness is exactly. After receiving information on whether or not it's contagious, along with prescribed medication, you can return the toddler to the nursery if he's feeling well.



Useful tips

Potty training readiness checklist

It probably seems like just yesterday that you changed your toddler's first diaper, and now you're wondering if it's time to start potty training. There's no magic age at which children are ready to start learning how to use the potty, but some develop the necessary physical and cognitive skills between 18 and 24 months of age.

Many parents don't start potty training until their children are 2 1/2 to 3 years old, when daytime bladder control has become more reliable. And some children aren't interested in potty training until they're closer to 3, or even 4.

Use the checklist below to measure your toddler's progress toward readiness, and keep in mind that starting before your child is truly ready doesn't mean you'll finish sooner – it's more likely that the process will just end up taking longer.

Before 12 months of age, children can't control their bladder or bowel movements, and some toddlers who show many signs of readiness still are physically unable to control elimination. Even children who can stay dry during the day may take longer to stay dry at night. In fact, you might want to think of daytime and nighttime dryness as two separate potty-training milestones.

You don't have to wait until you've checked off every item to start training. Just look for a general trend toward independence and an understanding of



what it means to go to the bathroom like a grown-up. For help getting started, read our successful strategies for potty training.

Physical signs of your child:

- Is coordinated enough to walk, and even run, steadily.
- Urinates a fair amount at one time.
- Has regular, well-formed bowel movements at relatively predictable times.
- Has "dry" periods of at least two hours or during naps, which shows that his bladder muscles are developed enough to hold urine.

Behavioral signs of your child:

- Can sit down quietly in one position for two to five minutes.
- Can pull his pants up and down.
- Dislikes the feeling of wearing a wet or dirty diaper.
- Shows interest in others' bathroom habits (wants to watch you go to the bathroom or wear underwear).
- Gives a physical or verbal sign when he's having a bowel movement such as grunting, squatting, or telling you.
- Demonstrates a desire for independence.
- Takes pride in his accomplishments.
- Isn't resistant to learning to use the toilet.
- Is in a generally cooperative stage, not a negative or contrary one.

Cognitive signs of your child:

- Understands the physical signals that mean he has to go and can tell you before it happens or even hold it until he has time to get to the potty.
- Can follow simple instructions, such as "go get the toy."



- Understands the value of putting things where they belong.
- Has words for urine and stool.

Coping strategies for separation anxiety

The Trigger: *Saying Goodbye*

Whether you're dropping your child off at day care or leaving her at home with Grandma, farewells can be tough. By now your toddler understands object permanence -- the idea that something continues to exist when it can't be seen or heard (even Mom). However, she still needs reassurance that when you leave, you'll always come back. You can help give her this sense by playing simple games; start with peekaboo and then try the bye-bye game, says Elizabeth Pantley, author of *The No-Cry Separation Anxiety Solution*. To play the latter, say "bye-bye" to your child, hide behind a chair, then pop out. "This involves more separation than peekaboo," she explains. Finally move on to hide-and-seek.

When it comes time for you to leave your child for real, give her advance warning that a sitter will be arriving or that you'll be dropping her off, and then keep your goodbye brief. "If you act anxious, or keep returning for another hug, she will think there is something to worry about," says Vincent Barone, Ph.D., a child psychologist at Children's Mercy Hospitals & Clinics, in Kansas City, Missouri. (Avoid sneaking out, which can cause her to worry that you might disappear without warning -- and result in more clinginess.)

It can help to develop a very brief ritual for the process. You might say, "Mommy will be back to get you after work. I love you." Then hug your child quickly or give her a butterfly kiss or a high five -- and leave. By keeping farewells the same each time, you create a familiar transition from being with you to being without you. Another smart move: Ask your sitter or day-care teacher to have an activity ready as soon as you turn your child over. Getting her engaged in a clapping game or a new toy will take her mind off the fact that you're leaving, Pantley notes.



More information on coping strategies: <https://www.parents.com/toddlers-preschoolers/starting-preschool/separation-anxiety/the-cling-thing-how-to-ease-separation/>

English stories and songs

Books are a great way to introduce consistent English practise routines.

Create the habit of reading stories to your toddler in English. Start with simple stories that you could discuss with them. (e.g., the types of characters, sizes, colours used in the book etc.)

P.s TK Maxx has a good selection of affordable English books.

Songs: It's not important how well you sing, but rather that you sing.

Super simple songs is a fun resource for themed songs that you can easily find on youtube.

<https://www.youtube.com/user/SuperSimpleSongs>