OUR PROGRAM MISSION:

The Early Childhood Program meets the needs of families in our community by providing quality age-appropriate social classroom experiences for children birth to three years old, and by educating parents and caregivers on child development, positive communication and the importance of play.
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Philip Coltoff Center at Greenwich Village
Early Childhood Program
Parent Manual

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Dear Parents and Caregivers,

Welcome to a fun-filled semester with the Philip Coltoff Center at Greenwich Village! To those who are returning, we are thrilled to have you back and look forward to watching your child continue in their growth and learning. To our new students, we are excited to get to know both you and your child, and are happy to add you to our growing Early Childhood family.

Our goal is to provide a stimulating learning environment for your child, where they will have the opportunity to engage socially in a community of learners and caregivers. Allowing children to learn and play together in a group setting at a young age, with the support of a caring community of adults, makes the eventual transition into a separated school program as easy and natural as possible. We hope you will make some new friends in the Early Childhood Program. We also hope that all adults will be accepting and understanding of all the families in their classes, as we work through the joys and challenges of both childhood and parenthood together!

We value and emulate philosophies from the Creative Curriculum, also used by our Center’s Nursery School. These philosophies include using a child-centered and age-appropriate approach, treating each child as an individual, learning through open-ended play and exploration, and encouraging process not product in all activities. All Early Childhood classes require adult participation. The more you participate, the more your child will get out of the class, and the more fun you will both have! Remember, you are your child’s best role model, and they look to you for direction, encouragement, and support, so get in there and PLAY!

In all of our Early Childhood programs, classes follow a consistent schedule, as young children find security in routine. Children will be introduced to a variety of materials and experiences in their classes. We believe that play is one of the most important ways in which children learn and make sense of the world around them. These classes are the perfect opportunity for you to spend time playing with your child in a relaxed and engaging setting. The manipulatives and activities in the classrooms will foster the development of concepts (such as colors, numbers and shapes), language and early literacy, small and large motor skills, focus and attention span, sequencing, musicality, critical thinking, and most of all, socialization.

Activities in all classes are to encourage the PROCESS and EXPLORATION of the activity, rather than the end result. Please allow your child to do their own work, instead of doing it for them. You can also model how something is done and then let them do it themselves, whether it is working on a puzzle, doing an art activity, playing an instrument, or rolling down a wedge. It is OK if they do not do the work as you would. They are learning just by doing!

Please take the time to read over the following materials. If you have any questions or concerns (or complements!), please feel free to e-mail rhonddelld@childrensai dsociety.org, call (212) 254-3074 ext 301 or stop by my office (at 177 Sullivan Street).

Sincerely,

Rhondell Domilici, Early Childhood Director
About Children’s Aid Society and PCC

The Children’s Aid Society was founded in 1853 and serves over 120,000 New York City children and their families each year, without regard to race, religion, nationality or socio-economic status. Our mission is to ensure the physical and emotional well being of children and families, and to provide each child with the support and opportunities needed to become a happy, healthy and successful adult.

Our services address every aspect of a child’s life, from infancy through adolescence, including adoption and foster care, medical and dental care, counseling, preventive services, winter and summer camps, recreation, the arts, education, college scholarships and job training. We work in the five boroughs and in Westchester County, through neighborhood centers, camps, public schools, health clinics, a mobile dental van, homes for homeless families with children, the family courts and in children’s own homes. We also serve as technical assistance advisors for replications and adaptations of our specialized services in teen pregnancy prevention and community school projects in cities throughout the United States.

Today, with 37 sites in New York and an annual operating budget of over $60 million, The Children’s Aid Society is one of the country’s oldest and largest non-sectarian child and family welfare agencies and a leader in innovative, cost-effective programs. Over 91 cents out of every dollar spent by the Society is spent directly on services to children.

The Philip Coltoff Center at Greenwich Village was built in 1892, and was originally named the Sullivan Street School. At this time it was used as an industrial school, much like today’s vocational technical schools. It offered traditional schooling in the mornings, a hot lunch, and classes in the afternoons and evenings in “Manual Training”, such as cooking, sewing, and cobbling. The center later became a health school where immigrant mothers received instruction in the care of their children. Kindergarten classes were offered as late as 1964 because public schools in the neighborhood were not required to offer this level of instruction.

The Philip Coltoff Center at Greenwich Village has continually changed with the times, offering high quality programs and sponsoring events that enrich the cultural, intellectual, and creative lives of the children and families in our neighborhood and the community at large. The center currently offers an Early Childhood Program, a fully-licensed and NAEYC-certified Nursery School for 2-5 year-olds, an Afterschool and Arts Program for school-aged children, evening teen and adult classes, the New Acting Company Theatre Program for 3 year-olds through adult, a Children’s Chorus, as well as space for numerous community-sponsored events.

The Center’s newest addition is the Early Childhood Annex, located at 177 Sullivan Street, which opened in June of 2008. The Annex houses the majority of the classes in the Early Childhood Program, with the exception of Step-Up Kids and some 2-Day Toddler classes, which remain at 219 Sullivan.

Through it all, the Center’s philosophy has remained the same. It continues to be dedicated to providing the highest quality programs designed to enrich the lives of children.
EARLY CHILDHOOD POLICIES & PROCEDURES: 177 Sullivan

Participation  All classes require adult attendance and participation. You must attend to your child at all times while in the Center. Please refrain from cell phone use.

Strollers  Strollers must be parked in the Stroller Room on the 1st floor. Please bring your smallest stroller when you come to class at 177 Sullivan. Strollers on the top row of the stroller room must be folded. It is advised that you put your name in a visible place on your stroller, since many strollers look the same. Please keep all valuables at home or on your person during class.

Imaginasium  Use of the Imaginasium before or after your designated class time is NOT permitted. No food or drinks are allowed in the Imaginasium.

Shoes  Shoes must be taken off in the Imaginasium, the Lower Level Gym and the Lower Level Music Room. Shoe cubbies are provided to store all shoes.

Siblings  Younger/older siblings are not allowed in classes at any time, except in Sibling Time & Kindermusik Family Time, and in Step-Up Kids, once separation is complete. This policy is also true for caregivers’ children.

Illness  If your child is ill and you suspect they may be contagious, please stay at home. We do our best to keep things sanitary and germ-free at the center.

Make-Ups  We allow every child ONE make-up class per semester, regardless of how many classes the child is enrolled in. Thursday, Friday and Saturday classes may do 2 make-ups because of an extra holiday. Make-ups must be done within the current semester, and MUST be scheduled in advance, as most of our classes are filled to capacity. Teachers may turn you away for a make-up class if it is not scheduled. Step-Up Kids cannot do make-ups in other Step-Up classes.

Food, toys  We find that outside distractions prevent children from connecting to their teachers, other students, and classroom activities. Therefore, no outside food, toys, bottles, or pacifiers are permitted in class with the exception of infant and baby classes. If your child needs a drink or snack, we request that you give it to them outside the classroom. No food or drink allowed in the Imaginasium.

Refunds  Full refunds are available through the end of the first week of the semester. No refunds are given after this period. Pro-rated credit for future registration in Early Childhood is available in lieu of a refund. Credit is only transferable to siblings.

Closings  We reserve the right to cancel classes that do not have sufficient registration. You will be notified in advance.

Birthdays  We are happy to celebrate your child’s birthday in class. Please let your teacher know if you plan on bringing in a special snack.

Snow Days  We follow New York City Public School for snow closings, but NOT delays. Please listen to your local news for this information. Snow days are not made up.
EARLY CHILDHOOD POLICIES and PROCEDURES: 219 Sullivan

Participation All classes require adult attendance and participation. You must attend to your child at all times while in the Center. Please refrain from cell phone use.

Strollers Strollers should be parked around the perimeter of the Gymnasium on the 1st floor of the 209 Building during class. It is advised that you put your name in a visible place on your stroller, since many strollers look the same. Please keep valuables at home or on your person during class.

Playground Playground and gymnasium use before or after your designated class time is NOT permitted. Other classes and programs use these spaces throughout the entire day. Please be respectful of their time, as they are of yours.

siblings Younger/older siblings are not allowed in class at any time, with the exception of the Sibling Time and Kindermusik Family Time classes, which are designed for siblings to take together and in Step-Up Kids, after separation is complete. This policy is also true for caregivers’ children.

Illness If your child is ill and you suspect they may be contagious, please stay at home. We do our best to keep things sanitary and germ-free at the center.

Make-Ups We allow every child ONE make-up class per semester, regardless of how many classes the child is enrolled in. Thursday, Friday and Saturday classes may do 2 make-ups because of extra holidays. Make-ups must be done within the current semester, and MUST be scheduled in advance, as most of our classes are filled to capacity. Teachers may turn you away for a make-up class if it is not scheduled. Step-Up Kids cannot do make-ups in other Step-Up classes.

Food, toys We find that outside distractions prevent the child from connecting to their teachers, other students, and classroom activities. Therefore, no outside food, toys, bottles, or pacifiers are permitted in class. Snacks are provided by the Step-Up families throughout the semester. If your child needs an additional drink or snack, we request that you give it to them outside the classroom.

Refunds Full refunds are available through the end of the first week of the semester. No refunds are given after this period. Pro-rated credit for future registration in Early Childhood is available in lieu of a refund. Credit is only transferable to siblings.

Closings We reserve the right to cancel classes that do not have sufficient registration. You will be notified in advance.

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Snow Days We follow New York City Public School for snow closings, but NOT delays. Please listen to your local news for this information. Snow days are not made up.
EARLY CHILDHOOD PROGRAM STRUCTURE

The Early Childhood Program has one and two day per week classes for birth to 3 year old children accompanied by caregivers. Classes range from 45 to 120 minutes and have 8 to 12 children per class. Kindermusik, Bilingual Birdies, and Infant Time classes have one teacher. All other classes have two teachers.

The teaching staff for the FALL 2010 semester is as follows:

Infant Time: Martha Rodriguez

Baby Time: Samantha Diaz, Serene Stevens, Jayson Torres, Rachel Torres, Margaret White

Baby & Toddler Yoga: Bridgette Shaw

Walkers Time: Taisha Batista, Samantha Diaz, Rhondell Domilici, Martha Rodriguez, Jayson Torres, Stephanie Wilson

Pre-Toddler Time: Leanne DeCamp, Samantha Diaz, Ruth Margeson, Jayson Torres, Rachel Torres, Margaret White, Stephanie Wilson, Kim Wurster

Toddler Time: Ruth Margeson, Kim Wurster

Sibling Time: Missy Hall, Margaret White

2-Day Toddlers: Taisha Batista, Leanne DeCamp, Ruth Margeson, Thomas Stevens, Kim Wurster

Step-Up Kids: Taisha Batista, Leanne DeCamp, Samantha Diaz, Martha Rodriguez, Michelle Sholtis, Thomas Stevens, Margaret White

Toddler Gym: Raquel Matos, Jayson Torres, Margaret White

Kindermusik: Leanne DeCamp, Missy Hall

Kindermusik Sign & Sing: Missy Hall

Toddler Literacy: Missy Hall, Kim Wurster

Messy Art Time: Leanne DeCamp, Samantha Diaz, Ruth Margeson, Martha Rodriguez, Jayson Torres, Margaret White

Cooking Time: Taisha Batista, Thomas Stevens

Speakin' Spanish: Johanna

Fun in French: Sarah

Movin' to Mandarin: Yawen
ADMINISTRATIVE STAFF STRUCTURE

Steve Wobido- Center Director

Early Childhood Program
Rhondell Domilici- Early Childhood Director (located at 177 Sullivan)
Stacy Ramos- Education Director (located at 177 Sullivan)
Raquel Matos- Assistant Early Childhood Director at 209

Nursery School
Meredith Murphy- Program Director
Marisa Goldsmith- Education Director
Rachel Gordian- Executive Assistant

Arts & AfterSchool Program
Antonia Abram- Arts Director
Omar Amores- Assistant Arts Director

The New Acting Company
Stephen Michael Rondel- Director
Greg Foro- Company Manager

Receptionists
Brendan Lane - Receptionist at 177
Wanda LaTrice - Morning Receptionist at 219
Tracy Warner - Afternoon Receptionist at 219

Marsha Greenberg, our Developmental Consultant, visits the Early Childhood Program on a weekly basis to see our classes and to get to know us better. She is a wonderful resource and support to staff and parents alike, and is able to advise on issues such as development, behavior, family relations, etc. She is available to meet with parents one-on-one during her visits if you would like to talk to her personally. Please contact Rhondell for more information.
OPEN PLAY POLICIES
Effective September 1st, 2010

Open Play is available for children from birth to five years old, accompanied by a caregiver, and takes place Monday through Friday from 1:00-3:00 PM, Friday from 3:00-5:00 PM and Saturdays from 9:00-11:00 AM, except when the Early Childhood Program classes are closed. Open Play provides entrance into both the Imaginasium and My Little Library.

1. The fee for Open Play is $10 per child/ per day. This fee applies to all children, aged birth to five years old. Please try to bring exact change if possible.
2. All children enrolled in the Early Childhood Program get one free play time to use during that current semester (you should still make a reservation for your free Open Play). You must show your Early Childhood ID as proof of enrollment, for your free Open Play.
3. All grown-ups attending Open Play must sign a waiver the first time they come to use Open Play, which will be kept on file (please see waiver on reverse side).
4. Upon entering and paying the $10 fee, your hand will be stamped. The staff in the Imaginasium will check to make sure all people in Open Play have a hand stamp.
5. You may request a spot in Open Play in advance with Brendan (it is recommended to reserve in advance when possible, as Open Play does fill up). If you reserved an Open Play date and have not arrived by 30 minutes into the Open Play, your spot will be given up to someone else. You may only reserve up to 3 Open Play dates in advance at a time.
6. If you have not shown up for a reserved Open Play date twice in any given semester, your privilege to reserve in advance will be revoked.
7. The maximum number of attendees allowed in Open Play is 20 children.
8. Open Play is closed whenever the Early Childhood Program and classes are closed.
9. You may purchase in advance an Open Play card for either 5 ($45) or 10 ($85) Open Play times. The card does not guarantee your entrance- you must still reserve spots ahead. All Open Plays must be completed within the semester the card is purchased in.
Open Play Waiver

Date________

By signing this waiver I agree that I am solely responsible for supervising the child(ren) ______________________________, I am bringing to Open Play at the Philip Coltoff Center’s Early Childhood Annex, whether I am their parent or caregiver, at all times. I acknowledge that the Children’s Aid Society and its staff are not responsible for the safety of my child(ren) during Open Play, nor are they responsible for any of my personal property.

I also agree to follow all Center guidelines and policies. These include:

• No shoes, food or drink in Imaginasium or My Little Library.
• No diaper changing in Imaginasium or My Little Library (there are diaper changing tables in all bathrooms).
• Children may not be left unattended at any time.
• One adult may supervise multiple siblings, but multiple families may not be supervised by the same adult.

I acknowledge that any breach of the Open Play guidelines and policies set forth in this waiver may result in my dismissal from Open Play. This waiver will be kept on file for future Open Play visits.

Signature Required ________________________________
Infection Control Policies

At some time during the semester, your child may become ill. This document outlines our program policies on how to deal with your child’s illness.

If the illness falls under one of the guidelines below, we ask that you NOT bring your child to class. These guidelines are determined by the Department of Health, Centers for Disease Control and the Medical Committee of the Day Care Council. If a child falls under one of the following guidelines, and comes to class anyway, our teachers are instructed to send the child home.

The goal of our policy is to prevent the spread of illness to healthy children in the program. We also realize that your child will not have the most positive class experience if they are not feeling well. Every parent is depending on the cooperation and good health policies of all the families in the program.

IF ANY OF THE FOLLOWING SYMPTOMS ARE PRESENT, YOUR CHILD MAY NOT ATTEND CLASS:

1. Fever- (before the use of fever reducers) 100 degrees or more

2. Diarrhea – (not secondary to antibiotics)
   - Change in amount of bowel movement
   - Change in consistency/frequency of bowel movement
   - Grey or White stool
   - 2 Episodes within 24 hours or 1 episode with any other symptom

3. Runny Nose- Green or yellow mucus discharge

4. Vomiting- 2 episodes within 24 hours or 1 episode with any other symptom

5. Sores or rashes- (excluding the diaper area or if a physician confirmed allergic reaction)

6. Severe coughing-
   - Child gets red or blue in the face
   - Child makes high-pitched, croupy or whooping sounds
   - Persistent cough that interferes with the child’s activities

7. Eye irritation- Tears, redness of eyelid lining, discharge of pus, or swelling

* Children may return to class once they have been symptom-free for 24 hours.

CHILDHOOD CONTAGIOUS DISEASES:

If your child develops a highly contagious virus/disease, such as chicken pox, whooping cough, coxsackie virus, scarlet fever, pink eye, fifth disease, lice, ringworm, H1N1 virus, etc., you must let the administration know. An e-mail will be sent to the rest of the child’s class to inform them of possible exposure, but will not identify the child. In these cases, a doctor’s note stating that the child is no longer contagious and is cleared to return to a school setting is REQUIRED.
DEVELOPMENTAL RESOURCES (IN-HOUSE):

Parents sometimes have questions about their child’s development or behavior, whether communicative, physical, cognitive, or social/emotional. Remember that every child develops at their own pace, but if you have questions about your own child, please do not hesitate to speak to your teachers. Your teacher may refer you to the Early Childhood Director for more information. We are here to support you, to answer your questions and to refer you to outside resources (see next page), if needed.

If you are interested in discussing your child’s development, please consider the following developmental resources that are available to our Early Childhood families:

• Your teachers! Your teachers have the most contact with your child in our setting and are happy to speak with you about their observations.
• Your administrators can also come in to observe your child and talk with you about any questions you may have.
• Marsha Greenberg is our developmental consultant who visits our program on a weekly basis. She can meet privately with parents and/or observe children in the classroom.
• The Ages and Stages Questionnaire is a developmental tool that you can do at home with your child, and will give you information and feedback about your child’s development in a number of different areas. This is a terrific way to just “check in” on your child’s progress. This questionnaire is available to anyone in the Early Childhood program. Please ask if you are interested!

Please speak with your teachers or an administrator if you would like more information about any of our in-house developmental resources.
DEVELOPMENTAL RESOURCES (OUT-OF-HOUSE):

The following agencies offer resources and information on developmental issues. Some parents have found them to be helpful.

• The Early Childhood Direction Center: (212) 746-6175
  http://www.vesid.nysed.gov/lsn/ecdc/qa.htm
  ECDC is a referral and resource agency for parents of children under the age of 5, who have a child with suspected or diagnosed developmental delays or disabilities. ECDC can provide invaluable information and guidance and a helpful first step in the process.

• Early Intervention: 3-1-1 in NYC
  http://www.health.state.ny.us/community/infants_children/early_intervention/
  Early Intervention is a national program which provides services to infants and toddlers with developmental delays or disabilities and their families. In New York City, these services are provided free of charge. EI provides complete developmental evaluations for children who are referred, service coordination, and works with each family to arrange for various therapeutic and support services, when needed.

• YAI/Lifestart: (212) 273-6182
  http://www.yai.org/services_detail.cfm?prog_id=145
  YAI offers a multitude of services for individuals with disabilities. Their Lifestart program specifically offers information, service coordination, and therapeutic and educational services for children birth to three. They also run support groups for parents of children with developmental issues. The contact number listed above is the LINK phone number, which will help refer you to the correct service and location.

• Resources for Children with Special Needs: (212) 677-4650
  www.resourcesnyc.org
  Resources for Children with Special Needs is an agency that provides resources for parents and caregivers of children with developmental delays and disabilities from birth to 26. This agency offers information and referrals, parent support, workshops and advocacy services, as well as an enormous on-line database for additional information on a variety of developmental issues.

• JBFCS Child Development Center (212) 632-4733
  http://www.jbfcso/wwa/Dprogram.htm
  The Child Development Center offers a wide range of services for children with emotional and developmental difficulties and their families. These services include evaluations, developmental and music therapies, social work services and parent support.
POLICIES FOR EARLY CHILDHOOD REGISTRATION:

Spring Semester (January- May) Registration:
- Spring registration materials will be available in early November.
- Spring registration for currently enrolled Early Childhood students will be as follows:
  1. All Spring registration forms will be due December 1st.
  2. All current students Fall semester class day/time(s) are guaranteed for them to keep in the Spring (Fall classes automatically age up in the Spring).
  3. You may request a change in class day and time or an additional class for the Spring, by indicating your choices on the registration form. Requests will be numbered as they are received and will be processed in this order after December 1st. All students requesting a change or an additional class will be notified of the results after all forms have been processed.
- Spring registration for alums of the Early Childhood Program and siblings of the Nursery School Program (whether current or alum) will be by lottery. Forms will be due December 1st. Participants will be notified of results by mail.
- Spring registration for new students will be by lottery. Forms will be due on December 1st. Participants will be notified of results by mail.
- All students must fall within the age range of the class for which they are registering by December 31st. NO EXCEPTIONS!

Summer Semester (June- August) Registration:
- Summer materials are available in March. Registration takes place in April (dates TBA).
- Summer registration follows the same procedure as the Spring semester.
- All students must fall within the age range of the class for which they are registering by April 30th. NO EXCEPTIONS!

Fall Semester (September-January) Registration:
- Materials for Step-Up Kids classes are available in February. Registration takes place in early March.
- All other Fall materials are available in March. Registration takes place in April (dates TBA).
- ALL Fall registration is by a tiered lottery system using the following order of tiers:
  1. Currently enrolled Early Childhood students whose families have been enrolled in 3 or more full semesters in the Early Childhood Program.
  2. All other currently enrolled Early Childhood students.
  3. Alum families of the Early Childhood Program who are not currently enrolled and Nursery School siblings, whether current students or alums.
  4. Students who are new to the Early Childhood Program.
- All participants will be enrolled or waitlisted in the order they are pulled by lottery within their tier.
- All participants will be notified of the results by mail once the lottery is completed.
- All students must fall within the age range of the class for which they are registering by August 31st (no exceptions).
POLICY FOR NURSERY SCHOOL REGISTRATION

Parents of children in the following categories will be asked to hand or mail in registration forms for a lottery. Forms will be processed in the order that they are drawn from the lottery. Forms will be available October 1st, 2010. Parents will be asked to rank all of their choices and will be enrolled based on availability or put onto waitlists. Children will be put on waiting lists in the order that they are requested. Therefore, it is important to rank all choices on the application form because children will only be put into classes or on waitlists that are ranked. For each category we will draw each name submitted before going on to the next category. Results will be mailed out on the dates below and you should receive them in a few days. Results will not be given over the phone.

Last Day to Turn In Forms: December 1st, 2010

Registration for 2011/2012 will take place on the following dates in the following order:

1. Current Nursery students and current Nursery student’s siblings:

2. Current Nursery students who would like to repeat the Pre-K year:

3. Early Childhood students enrolled in Fall 2010 semester with siblings who are alumni of the Nursery school program:

4. Siblings of alumni of the Nursery School program (not enrolled in Fall 2010 Early Childhood):

5. Early Childhood students enrolled in Fall 2010 Step-Up Kids (NOT 2-Day Toddlers):

6. Early Childhood students that have taken 2 or more semesters (including Fall 2010):

7. All other Early Childhood students enrolled in Fall 2010 semester (no siblings who are alumni of the nursery school):

8. Other alumni families of Early Childhood (who are not currently enrolled in Early Childhood):

9. New Family Registration:
what's happening at PCC… and how you can participate!

The tradition of parent involvement at the Philip Coltoff Center is one of our great strengths. All events rely on parent volunteers coordinated by the Parent Committee (2010-2011 Alexandra van Schie and Laura Dunphy). Please review this list of projects and choose how you'd like to help. If you have an idea and don't see it here … let us know!

PCC ADVISORY BOARD - PCC's activities are monitored and supported by its Advisory Board. Advisory Board members have backgrounds in fundraising, finance, marketing, real estate, non-profit management and education. They participate in monthly meetings and offer extensive support for the Center's work.

LIBRARY COMMITTEES - The library offers resources for teachers and is a place to sit together and enjoy books. There is a great need for parents to maintain the library and process new books. Parents also hold book and bake sales to benefit the library. There are separate committees for the 177 and 219 buildings.

HARVEST FEST: November 6 - A fun afternoon of crafts, activities, music, and play. Help is needed with planning, securing refreshments, and volunteering on the day of the event.

CAREGIVERS LUNCH: February 9 - A festive lunch celebrating our children's caregivers. Help is needed planning, organizing refreshments, and volunteering during the lunch.

SPRING CARNIVAL: May 7 - A spring extravaganza with carnival rides and exciting booths and games. Help is needed with planning the event, securing refreshments and vendors, and volunteering on the day of the event.

SPRING BENEFIT: April/May - An evening event filled with glamour and excitement coordinated with live and silent auctions. This is our biggest fundraising event. Ongoing help is needed with planning all aspects of the night, with designing invitations, and especially with securing auction donations.
WORDS TO SONGS YOU MAY NOT KNOW

Hello and Goodbye song

Hello everybody yes indeed, yes indeed, yes indeed
Hello everybody yes indeed and welcome to our class

Goodbye everybody yes indeed, yes indeed, yes indeed
Goodbye everybody yes indeed, well see you all next week

DOWN BY THE BAY

Down by the bay, where the watermelons grows, back to my home, I dare not go. For if I do, my mother will say, “Have you ever seen a goose, kissing a moose, down by the bay?”

Down by the bay, where the... “have you ever seen a bear, combing his hair?”

... “have you ever seen a whale with a polka-dot tail?”

GOING TO KENTUCKY

We’re going to Kentucky, we’re going to the fair, to see the little children with flowers in their hair. Oh shake it, shake it, shake it, shake it all you can, shake it like a milkshake and do the best you can. Rumble to the bottom, rumble to the top and turn around and turn around until you make a STOP!

Rainbow in the Bubbles (Tune of did you ever see a Lassie)

There are rainbows in the bubble in the bubbles in the bubbles
There are rainbows in the bubbles so big and so round
There red ones and green ones and yellow ones and blue ones (colors might vary)
There are rainbows in the bubbles so big and so round

The Noble Duke of York (Lap Ride)

The Noble duke of York he had 10,000 men he marched them up to the top of the hill
And he marched them down again
Cause when you’re up you’re up
And when you’re down you’re down
And when you’re only half way up your neither up nor down
He marched them to the left
He marched them to the right
He marched them over the top of the hill
Oh what a funny site

IF ALL THE RAINDROPS

If all the raindrops were lemon drops and gumdrops, oh what a rain that would be. Standing outside with my mouth open wide, ah, ah, ah, ah, ah, ah, ah, ah. If all the raindrops were lemon drops and gumdrops, oh what a rain that would be.
**I HAVE A LITTLE TURTLE (Tune of Miss Lucy)**

I have a little turtle. His name is Tiny Tim. I put him in the bathtub to see if he could swim. He drank up all the water. He ate up all the soap and now my turtle's sick with bubbles in his throat (hiccup!)

**I'M A LITTLE ACORN BROWN**

I'm a little acorn brown, I fell on the cold, cold, ground. Everybody steps on me, that is why I'm cracked you see. I'm a nut (click, click). I'm a nut (click, click). I'm a nut (click, click).

**I'M A LITTLE FISHY (Teapot tune)**

I'm a little fishy, I can swim. Here is my tail and here is my fin. When I want to have fun with my friends, I wiggle my tail and dive right in.

**I Have a Little Bicycle**

I have a little bicycle I ride it to the shop
And when I see the red light I know that I should stop
I have a little bicycle I ride to and fro
And when I see the green light I know that should go go go!

**PUT YOUR FINGER ON**

Put your finger on, put your finger on, put your finger on your nose (REPEAT)
Turn around, clap, clap, turn around clap, clap (REPEAT)
Give a kiss mwah, mwah, Give a kiss mwah mwah

**Eyes Nose Cheeky Cheeky Chin**

Eyes Nose Cheeky Cheeky Chin
Eyes Nose Cheeky Cheeky Chin
Eyes Nose Cheeky Cheeky Chin
Chin Cheeky Cheeky Nose Eyes

**MR. SUN**

Mr. Sun, Sun, Mr. Golden Sun, please shine down on me. Mr. Sun, Sun, Mr. Golden Sun, hiding behind a tree. These little children are asking you, to please come out so we can play with you. Oh Mr. Sun, Sun, Mr. Golden Sun, please shine down on me.
SITTING IN MY HIGHCHAIR (tune of Shortin’ Bread)

Sitting in my highchair, my highchair, my highchair, sitting in my highchair banging my spoon.
Bring on the carrots, bring on the peas, would somebody feed this baby please? Bring on the jelly, bring on the bread, would somebody get this baby fed? Sitting in my highchair, my highchair, my highchair, sitting in my highchair banging my spoon.

SIX LITTLE DUCKS

Six little ducks that I once knew, big ones, little ones, tall ones too. But the one little duck with the feather on his back, he led the others with a quack, quack, quack. Quack, quack, quack. He led the others with a quack, quack, quack. Down to the river they would go, wibble wabble, wibble wabble, to and fro, but the one little duck with the feather on his back, he led the others with a quack, quack, quack. Quack, quack, quack. He led the others with a quack, quack, quack.

Red and Yellow Green and Blue (parachute song) (tune twinkle twinkle)

Red and Yellow Green and Blue these are the colors over you
Red for the apples Green for the trees
Yellow for the sun and Blue for the seas
Red and Yellow Green and Blue these are the colors over you.

Open Shut Them

Open shut them open shut them
Give a little clap clap clap
Open shut them open shut them
Put them in your lap lap lap
Creep them crawl them creep them crawl them
Right up to your chin chin chin
Open up your little mouth but do not let them in!

(alternate end)
Creep them crawl them creep them crawl them
Right down to your toes toes toes
Let them fly up in the air and bop you on your nose!

TAXI, TAXI

Taxi, taxi riding in the back seat. Roll the window up, roll the window down. Put the money in the slot. See you later, thanks a lot. Sure beats walking cross town.

LITTLE RED WAGON

Bumpin up and down in my little red wagon, (REPEAT 2X) won’t you be my darling?
One wheel’s off and the wagons dragging (REPEAT 2X) won’t you be my darling?
We’re all gonna fix it with our hammers (REPEAT 2X) won’t you be my darling?
# GYM THEMES - Fall

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<thead>
<tr>
<th>Week</th>
<th>Theme</th>
<th>Ways to Continue at Home</th>
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<tbody>
<tr>
<td>1.</td>
<td>“Up and Down”</td>
<td>stairs, slides, arms when changing clothes</td>
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<tr>
<td>2.</td>
<td>“Stop and Go”</td>
<td>crosswalks, musical chairs</td>
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<tr>
<td>3.</td>
<td>“In and Out”</td>
<td>bathtub, throw laundry in &amp; out of basket</td>
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<td>4.</td>
<td>“Jumping”</td>
<td>jumping in leaves, jump down the street</td>
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<tr>
<td>5.</td>
<td>“On and Off”</td>
<td>lights or music, on/off the bed or sidewalk curb</td>
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<tr>
<td>6.</td>
<td>“Over and Under”</td>
<td>over cracks in sidewalk, under tables &amp; chairs</td>
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<tr>
<td>7.</td>
<td>“Rolling”</td>
<td>rolling balls, forward rolls, pencil rolls</td>
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<tr>
<td>8.</td>
<td>“Open and Shut”</td>
<td>doors, cabinets, envelopes, legs, eyes</td>
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<td>9.</td>
<td>“Through”</td>
<td>doorway, somebody’s legs, tunnel</td>
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<tr>
<td>10.</td>
<td>“Knees Up”</td>
<td>marching, jumping, curl into a ball</td>
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<tr>
<td>11.</td>
<td>“Around”</td>
<td>walk around in a circle, arms around in a hug</td>
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<td>12.</td>
<td>“Body Parts”</td>
<td>“Head &amp; Shoulders”, wash different parts in tub</td>
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<td>13.</td>
<td>“Backwards”</td>
<td>walking, backward rolls, clothes on backwards</td>
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<tr>
<td>14.</td>
<td>“Weight on Hands”</td>
<td>table tops, snake stretch, handstands</td>
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<tr>
<td>15.</td>
<td>FAVORITES</td>
<td></td>
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</tbody>
</table>
FIRE DRILL PROCEDURES

Our Center practices fire drills to ensure that all staff is prepared to handle an emergency. These drills are practiced while classes are in session, so it is possible that you will experience a fire drill at some point while in our Center.

Your cooperation is important to the success of these drills. Please follow the procedures outlined below when a fire drill occurs. Most importantly, remain calm and listen to your teacher’s instructions. EVERYONE must evacuate the building immediately when a fire alarm occurs.

177 Sullivan Procedures:

• Lower Level classrooms:
  o Exit through the emergency door in the Music Room. Proceed through the hallway and up the stairs to the lobby and exit onto the street. Walk towards Bleecker Street.

• 1st Floor Classrooms:
  o Exit through the emergency door across from the Imaginasium (to the right of the stroller room). Proceed through the hallway to the lobby and exit onto the street. Walk towards Bleecker Street.

• 2nd Floor Classrooms:
  o Exit through the emergency door in the hallway, across from the bathrooms. Proceed down the stairs to the lobby and exit onto the street. Walk towards Bleecker Street.

209 Sullivan Procedures:

• First Floor Classrooms:
  o Exit through the Emergency Exit at the end of the hall, next to Raquel’s Office, onto the sidewalk. Walk South (left) down to the end of the block.

In the event that an evacuation to a safer building was necessary, we would move to our other location at 219 Sullivan Street.
SNACK INGREDIENTS

For food allergy purposes, all of the ingredients in the snacks we use for Baby Time, Walkers Time, Pre-Toddler Time, and Toddler Time classes are listed below. You are most welcome to bring your own snack and/or drink to class if your child has an allergy or other dietary need.

1. Keebler Animal Crackers:
   enriched flour (wheat flour, niacin, reduced iron, thiamine mononitrate [Vitamin B1], riboflavin [Vitamin B2], folic acid), sugar, vegetable shortening (partially hydrogenated soybean and/or cottonseed oil), high fructose corn syrup; contains 2% or less of salt, sodium bicarbonate, soy lecithin, artificial flavor

2. Nabisco Arrowroot Biscuits:
   enriched flour (wheat flour, niacin, reduced iron, thiamine mononitrate [Vitamin B1], riboflavin [Vitamin B2], folic acid), sugar (beet or cane), partially hydrogenated soybean oil, high fructose corn syrup, arrowroot flour, cornstarch, soy lecithin (emulsifier), salt, leavening (baking soda)

3. General Mills Cheerios:
   whole grain oats, modified corn starch, corn starch, sugar, salt, calcium carbonate, oat fiber, tripotassium phosphate, wheat starch, Vitamin E (mixed tocopherols) added to preserve freshness

4. Sun-Maid Raisins: California seedless raisins
PLAYDOUGH RECIPE

Ingredients:

1 cup flour
1 cup water
½ cup salt
1 tbs. vegetable oil
1 tsp. cream of tarter
food coloring

1. Mix together all ingredients.
2. Heat over low heat in saucepan, stirring until ball forms.
4. Store in airtight container.

*The amount used in class is a double recipe!