

Early Learning Centre



Toddler Program Manual

Toddler Program

Welcome to the Toddler Program at the Algonquin College Early Learning Demonstration Lab School.

We would like to acknowledge that the Algonquin College is located on the unceded and unsundered territory of the Algonquin people. Traditionally known as “Anishinaabe”, Algonquin people are the original inhabitants of the wide swath of territory along the Ottawa River.

The Toddler Program consists of children aged 18 months to 2.5 years in age. There are 3 Registered Early Childhood Educators in the program with a maximum of 15 toddlers (ratio of 1:5).

The hours of operation for the Early Learning Centre are:

Monday to Friday 7:30am - 5:15pm

The Centre closes for statutory holidays and between Christmas and New Year’s Day.

This manual is a collection of information relevant to the Toddler Program's smooth operation. Some of the information may change due to the mandates and regulations from the Ontario Ministry of Education, Ottawa Public Health, as well as Algonquin College and/or Manager of ELC (Liane Gallop).

Toddler Program Daily Schedule

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You are encouraged to have your child in the program at your scheduled time in the morning. Much of our curriculum is programmed during morning play and it is valuable to your child's education and sense of security to have a consistent daily schedule.

Each child in the Toddler Program is required to have 2 labeled sets of extra clothing in their cubby basket. Shoes with Velcro or elastic closures and pants with an elastic waistband are beneficial to children who are learning self-help skills!

Each child in the Toddler Program must have appropriate labeled outdoor gear for all types of weather. We go outside daily regardless of wet or snowy conditions.

Spring/Summer

- Sun hat
- Sunscreen
- Rain coat
- Splash pants
- Rubber boots

Fall/Winter

- Warm coat
- Snow pants
- Warm hat
- 2 pair of warm & waterproof mittens
- Warm & waterproof boots

**There are 15 children in the Toddler Program – labeling all clothing and personal items with a label or permanent marker is essential.

Toddler Program Daily Schedule

7:30	Centre Opens
7:30 – 9:45	Open/Free Play Exploration: a variety of planned curriculum based on observations and children's development
8:30 – 9:30	Nutritious snack available
9:00 – 9:45	Opportunities to explore and investigate while a diapering/toileting routine occurs
9:45 – 10:00	Children dress for outdoors in staggered groups
9:45 – 11:30	Outdoor investigative play
11:00 – 11:30	Staggered entry of groups of children indoors to undress and diapering/toileting routine occurs Circle time for some groups
11:30 – 12:30	Nutritious lunch provided
12:30 – 3:00	Sleep time
2:00- 3:00	Quiet Open/Free Play Exploration, diapering/toileting as children rise from nap
2:00 – 3:15	Nutritious snack available
3:15 – 3:30	Children dress for outdoor play
3:30 – 5:15	Outdoor play, diapering/toileting for remaining children
5:15pm	Centre Closes

Expectations of a Toddler Program

In the Toddler program we encourage self-help and independence. The skills learned through self-help provide for future development as they grow. It is important that they practice these skills both at home and at the Early Learning Centre. When toddlers practice self-help skills, it boosts their confidence. Children are naturally inclined to want to do things for themselves. Encouraging your child's self-care, reduces their stress and promotes their self-esteem. Teaching your child to be self-sufficient is a gradual process. Children begin to learn new self-care skills as infants, and it continues until the day they leave home. Self-help skills encourage young children to start taking responsibility for themselves. When we trust children to do things for themselves, they feel empowered. Throughout the daily routines, we encourage the children to practice their self-help skills building their confidence and independence and to support their sense of agency.



Dressing routine:

It is important that toddlers are a part of the dressing and undressing routine. Providing them opportunities to put on and take off their shoes or boots, pushing down and pulling up their pants as well as putting those items away on a hook or in a drawer. Providing them time to try and giving them prompts or cues of what is next and not stepping in to do it for them is key to successful dressing.

Tips for Practicing Self-Help Skills

The Flip Trick

We encourage our toddlers to put on their own jacket by having them place it on the floor with the hood closest to them. Once the jacket is in the right position, they place their arms in the sleeve holes and lift up, flipping it over their head while keeping their arms inside their sleeves. The next step is zipping it up!



Star Trick

We encourage our toddlers to put on their one-piece rain or snow suits by having them lay out the suit flat on the floor making sure the suit arms and legs are straight out (looking similar to a star). Have them sit midway placing their legs in first and pulling up until their feet come out of the end.

Once that is completed they can lay down and place their arms in the arm holes and stand up. All that they require to do next is to pull up their zipper/s.



Leaning Boot Trick:

We encourage our toddlers to put their boots on independently firstly by making sure their boots are facing a wall, their cubby or bench and the boots have loosened Velcro or ties. While standing the toddler lifts their foot up and into their boot. Having something solid to lean against and be able to stabilize themselves in case they happen to become unbalanced is key. Once their feet are in their boots, the educators make sure they are securely on their feet and tucked in under their outerwear (snowsuit/pants or splash suit/pant).

Eating Routine:

Encouraging your child to eat on their own and introducing utensils (fork or spoon) early on offers them opportunities to experiment with the food through their senses and gives them practice with eye/hand or hand to mouth coordination. Giving them small pieces to pick up with their hands provides them practice of independent eating and chewing skills. Eating is also a wonderful time to bond with your child and model the love of food. In the toddler program, we love to eat with the children and we encourage them to try all the amazing food the cook makes. We serve our liquids in an open cup, so giving the children many opportunities to practice that at home also promotes independence. Providing them opportunities to serve themselves is also key in our family style dining. Serving themselves what they think they can eat while also developing stronger fine motor skills.

Toileting Routine

The toddlers have many opportunities to use the toilet throughout the day. We encourage the children to pull down their own pants, then take their own diaper off and throw it into the garbage. We encourage them to sit on the toilet by giving them skills on how to move their bodies backwards and pushing themselves up and onto the toilet. They may not release initially, but with much practice and their body being ready, they will! Within the bathroom, the children have their own

basket with their diapers in it. It has a picture and their name for easier recognition. They will become familiar with where their basket is and can bring their diaper to an educator to help put the diaper on. The educator encourages them to then pull their own pants back up. And finally, they can go and wash their hands—which is another skill important to know. (Turning the tap on, wetting their hands, getting soap and rubbing their hands together, rinsing their hands, turning the tap off and finally getting paper towel to dry their hands.)

Toilet Training Signs of Readiness

Toilet training is a big milestone in your toddler's life. Here are some signs you can look for to indicate that your child is ready to start the toilet training process.

- Is comfortable sitting on the toilet and is releasing.
- Waking dry from naps, or having more periods during the day where the diaper is dry.
- Indicating that they have soiled their diaper or telling you that they need to go.

Once we see these signs and it is consistent, we start the discussion of toileting training at home and possibly the use of underwear instead of a diaper at the Early Learning Centre.

We look forward to a
wonderful relationship
with your child and the
family!

The ELC
Toddler Team