

TRANSITIONING IN

Transitioning In to **Eastside Family Cooperative** (Updated 9/2015)

Eastside Family Co-op recognizes that each child enters and accepts Co-op differently. Some children jump right in without any separation anxiety, while others take months to feel comfortable. We support any method you choose to introduce your child to Co-op.

Please do advise the day's shift workers as to what will help your child transition as you leave. Often, a short & sweet exit is effective, but other times you may elect to stay and play a little until it feels like the "right" time to leave. Activities such as reading, art projects and "chase" games have worked wonders helping a child settle in with their new friends. And, of course, cuddling helps, too!

Often, new families are used to an earlier nap time as well. You should feel free to pick up your child as early as you like, though we do recommend waiting until after lunch – perhaps 12:30pm – so that children at least complete the day's full schedule.

Shift workers have all gone through this same transition - you should expect a great deal of empathy, as well as plenty of ideas if troubleshooting is needed. Regardless, you should always feel free to call the Co-op phone, and check in on how your child is doing. That simple reassurance from speaking with a shift worker can make a big difference in your morning!

If a child is distraught and cannot be consoled, the shift workers reserve the right to contact the parent for pick-up or additional instructions.

PLEASE DO THESE THINGS BEFORE YOUR FIRST DAY OR SOON AFTER:

- Turn in new member forms as instructed in your Welcome Email.
- Ensure you are receiving email from Co-op's Google Groups account, and take a moment to familiarize yourself with the online tools in Google Groups (esp. Calendar and Documents). Ask Membership or Webmaster if you get stuck!
- Fill-out the "All About Me" form and post this information along with a photo of your child and/or family on the "All About Me" display, which is a valuable resource for shift workers learning about your child.
- Get a copy of the current roster (ask Secretary, or reference the copy posted with the daily schedule at Co-op), and program your cell phone with the cell phones of all other shift workers. This is an important safety measure in case Co-op needs to be evacuated, or an emergency arises on shift. It's also convenient when meeting up with other families off site for field trips, potlucks, etc.
- Post diapering/toileting instructions for your child on the dry erase board found in bathroom. This will help shift workers follow the same routine you have at home.

PLEASE BRING THESE ITEMS ON YOUR FIRST DAY:

- Diapers or spare underpants. (make new label as needed in empty cubby)

- One complete change of clothes. Store in bathroom or classroom cubby.
- Monthly dues and new family fee. Place in the treasurer's mailbox.

Place the following forms in the Health and Safety coordinator's child's (Nico) cubby in classroom.

- Completed "Immunization" form
- Two completed copies of the "Emergency Information and Authorizations" form
- Completed "CPR" form
After reviewing your forms, the coordinator will file them in the "Red Binder" (which is actually white with red text) in the office area, alphabetically by your child's first name. The second copy of the "Emergency Information and Authorizations" form is kept in the Co-op emergency backpack.

PLEASE BRING EVERY DAY:

- Lunch (BOLDLY labeled with child's name)
- Rain jacket, coat or sweater (even in summer)

- Sun hat and sunscreen (as appropriate)
- Diapers or spare underpants (refill as needed)
Clothing should be seasonally appropriate, including back-up clothing (review frequently for size as well). Shoes should be easy for shift workers and children to manage, with a preference for slip-on or Velcro styles over laces.

PLEASE DO NOT BRING:

- Personal toys or “lovies”(sharing becomes an issue)
- Costumes or special dress-up clothes from home
- Clothing heavily featuring franchised commercial characters, i.e. Dora/Diego, Elmo, etc. *Again, trying to minimize impact to other kids, though it is not uncommon for a child to have Superman underoos or the like.*
- Candy, gum or sugary foods (including juiceboxes or similar “treats” that may trigger other kids’ jealousies)
- Birthday treats (shift workers will place candle in that day’s snack)
- Dogs - to Co-op or play yard, unless invited; dogs along for drop-off/pick-up walks with their families should be secured in a shady spot on the lawn and not brought inside.