FCC ALERT
Sign up for FCC’s text messaging system. The College has teamed with e2Campus to send messages directly to your cell phone. You will get an alert in the event of a major campus crisis such as weather related closures, delays or other emergency situations. You can register for this free service at www.frederick.edu. Click on the Student Resources pull down menu on the home page then click on FCC Alert. You can also receive emergency information by calling the college switchboard at 301-846-2400, viewing Adelphia Cable Channel 23, or checking the college website: www.frederick.edu.

Upcoming Events
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Break</td>
<td>December 22—January 2, 2015</td>
</tr>
<tr>
<td>Martin Luther King</td>
<td>January 19, 2015</td>
</tr>
<tr>
<td>Spring Classes Begin</td>
<td>January 26, 2015</td>
</tr>
</tbody>
</table>

Mitten project
Thanks to all of the families that participated in our Mitten Project. The project was designed to collect toys and pantry items for families in Frederick county that are impacted by domestic violence, sexual assault and child abuse. On Monday, December 15th the gifts will be taken to Heartly House where they will be distributed to families. Many of these families are starting over and don't have much, so your generous donations are very much appreciated.

Accident/Injury Reports
If you have been with us for a while, chances are you are familiar with our accident/injury reports. We use these forms to communicate with you any injuries or incidents that occur during the day. Part of our licensing requirements are that we notify parents immediately if an injury is serious or within the same day if the incident results in injury. Our definition of injury includes scratches and red marks. If an injury is serious you will receive a phone call immediately. If the injury is not serious we will complete the accident/injury report as our way of fulfilling the licensing requirement, and put the form in your child’s mailbox. Aside from licensing, another way that we use these forms is to communicate incidents that occur which cause the injury of another child whether they are intentional or not. For example, if your child is helping to clean up blocks and a block bumps another child on the head, we will notify both families. Again, this is just another form of communication. Your child might have gotten upset about inadvertently hurting another child and the incident report will give you the background information.

Winter is Here!
It seems like winter is here to stay so please remember to bring a warm coat, hat and gloves to school each day. If there is snow on the ground we will be happy to help your child put on boots. We will be outside everyday if the temperature is 34° or warmer. Please label your child’s hat and mittens.
Establishing Routines
Children thrive on routines—something done the same way every time or at the same time of day. Routines build important self-help and life skills. They give children the opportunity to learn to care for themselves, their belongings, and their environment. Routines help children move from being a toddler, when everything is done for them, to being an independent preschooler.

Infant:
Establish a schedule for your baby. Have regular times for eating, bathing, and going to bed. This will help your baby know what to expect and when to expect it. Start a bedtime routine. For example, bath, brush teeth, put on PJ’s, read a story, place in crib, sing a song and say good night.

Toddler:
Help your child understand routines by breaking it down into simple steps. Show your child how to do each step of the routine, and then have her try it on her own. Use first/then phrases: “First we wash our hands, then we eat a snack.”
Be consistent. Even when your child is with a babysitter or a grandparent, the routine should be the same. For example, meals should be at the same time each day and bedtime should be at the same time every night.

Preschoolers:
Set up routines that help your child practice self-care and home/life skills. For instance, have your child help you make the bed in the morning, clear the table after dinner, or pick up toys before bed. For more complicated routines, consider using “picture charts” that show all the steps. For instance, a “morning wake-up” routine chart could include: getting dressed, making the bed, and brushing teeth. Hang the chart somewhere that your child can see it. This will help him remember all the steps.

Be realistic. Your child cannot do everything that an adult can do. Make sure that routines are appropriate for your child’s age.

Information from www.readyatfive.org

Safety
Cathy and I try to be in our office during the later part of the day for a couple of reasons. One is to be available for parents if they should need to talk to us or ask a question, secondly, to open the door for those families that do not have their card and third, for the safety and security of the children. There are times when Cathy and I cannot be in our office. If you need to talk to us you can call the office or email us. (Phone number and email addresses are at the top of the newsletter). We will get back with you as soon as possible. If you have not gone to Security to get your ID please do so as soon as possible. There will be times when Cathy or I need to be in classrooms and cannot answer the door. With the cold weather upon us, you may be outside at the door waiting for a while before someone is available to let you in. Finally, there are some children that are able to open the front door without the help of an adult. This is concerning because we have had children push open the door and run out into the roadway without an adult. If Cathy or I are in our office we are able to grab the child before he/she gets too far. We also stress to the child that it is not OK to leave the building without an adult or to open the door without an adult. Please help us stress the importance of this to your child. Thanks for your help in keeping children safe.

Holiday
The children’s center will be closed beginning on Dec 22nd and will reopen on January 5th. You will not be billed during this time. We wish you a happy, healthy and restful holiday. See you next year!