

**ITEMS TO BE KEPT AT RCCC | PLEASE LABEL ALL ITEMS:**

- Extra set of clothing (2 or 3 each):**
 - T-shirts
 - Shorts
 - Socks
 - Underwear
 - Pants
 - Long sleeves shirts
 - **10 Swim Diapers (Toddler ONLY)**
- Waterproof Sunscreen [SPF 30 or higher]**
Children should arrive at the centre with sunscreen already applied. This ensures good coverage and best sun protection. Teachers will reapply sunscreen in the afternoon.
- Wide-Brimmed Hat**
Hat must cover entire head and shield face and neck. Visors are not recommended.
- Bathing Suit & Towel**
Children will enjoy planned or spontaneous water play throughout the summer.
Toddler & Preschool/Kindergarten items will be washed after use at RCCC.
School-Age items will be sent back to be washed at home.
- 2 Pairs of Shoes**
One for indoor play and one for outdoor play. Indoor shoes will remain at RCCC. Shoes without backs are unsafe and may cause injury to children. Flip Flops are not permitted, and Crocs are not recommended.
- Dishwasher-Safe Water Bottle**
Children's water bottles will be washed daily. Glass bottles are not permitted.
- Small Backpack**
For children to bring home soiled clothing, arts & crafts, etc.

MORNING DROP-OFF*Please:*

- Sunscreen your child(ren) prior to drop-off
- Notify RCCC if your child(ren) will be absent | Phone: 613-745-8005 or E-mail Program at:
 - *Toddler:* rccc.toddlers@gmail.com
 - *Preschool:* rccc.ps.kg@gmail.com
 - *School-Age:* rccc.schoolage@gmail.com
 - **Please CC** | rccc.bills@gmail.com and rockcliffe.ccc.director@gmail.com

Morning Routine:

- There will be **1** designated staff member outside of building at the Front Entrance
- The staff member will then bring your child(ren) to their program room(s)

AFTERNOON PICK-UP*Toddler Cohort*

- If children are playing outside (< 32c with humidex), the parent/guardian will pick up their child at the Toddler Gate
- Teachers will bring child(ren) to Toddler Gate for dismissal

Preschool/Kindergarten Cohort:

- If children are playing outside (< 36c with humidex), the parent/guardian will pick up their child at the Preschool Playground Gate
- Teachers will bring child(ren) over to the Preschool Playground Gate for dismissal

School-Age Cohort:

- If children are playing outside in the school field (< 36c with humidex), the parent/guardian will proceed to the Front Door
- Front Door Staff will gather the child(ren)'s items and give them to the parent/guardian
- Parent/guardian will walk over to the school field where they will pick-up their child(ren)

AFTERNOON PICK-UP ON INCLEMENT WEATHER DAYS

- Parent/guardian will park in the RCCC parking lot and proceed to the Front Door
- Front Door Staff will escort child(ren) from their program room(s) to parent/guardian waiting

Please Note:

- Staff members will be signing children in/out of centre
- Only items that are deemed essential by staff will be sent home daily. Please replace and return items the following day!

*We are all looking forward to enjoying the summer with your children!
We wish everyone a safe and fun summer!*