

# January 2021



## Winter Closing Policy

IXL Learning Center will remain open during most severe weather. In the event of extreme weather conditions, we will monitor surrounding public school district closings reported on the local news channels and social media sources. This includes, but is not limited to, closures, delayed openings and early dismissals.

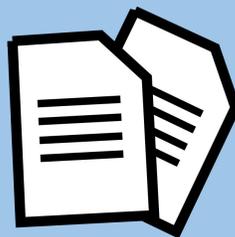
If IXL deems it necessary for closure or delayed opening, families and staff will be informed in the following ways:

- Tadpoles message sent directly to families, via text or email
- Post on IXL's Facebook page
- Voicemail message when calling the center

## Annual Child File Updates

Each child enrolled with IXL must update their file annually, per state licensing. These documents include:

- IXL Placement Contract
- IXL Emergency Contact
- Health Appraisal, signed by your child's physician



The office will send you these documents before your child's paperwork is out of date. Please fill out these documents and return them to the office as soon as possible. If your information has not changed on the placement contract or emergency contact, you may initial your paperwork already on file in our office.

When completing these documents, the state requires each entry of the paperwork to be filled out in its entirety, or if the information is not known or does not apply, "unknown" or "none," is the required response. A blank field, a line through a field, "same" or "n/a" are not acceptable responses.

If you have any questions regarding updating your child's file, please see the office.

## School-Age Care

This year, many different circumstances may lead to your school-age child needing care. This may include a scheduled school closure, snow day or your child's school switching to virtual learning. In any of these cases, please contact our office if you need care for a specific day. School-age children are welcome to join us here at IXL, pending availability in the classroom. Please keep in mind that your child must have updated enrollment paperwork on file in order to attend.

For a scheduled school closure, please call or email in advance to schedule your child for that day, along with filling out an "Add Day" Google Form. If you would like care due to a snow day or sudden school closure, feel free to call us the morning of or email us as early as the night before to check availability. Tuition for your child's care is due no later than the day they attend.



## Upcoming Dates:

### IXL Closures

Thursday, December 31st  
& Friday, January 1st for the  
New Year

### Pajama Day

Wednesday, January 13th

### National Michigan Day

Monday, January 18th

# COVID-19 Updates

As the COVID-19 situation continues to evolve, please be on the lookout for any IXL updates regarding new information or protocols that may be required. COVID-19 updates are sent via the Tadpoles App.

## Cold, Snow & Winter Gear!

With the cold weather here, please remember to provide proper winter gear for your child each day. This includes snow pants, winter coats, snow boots, hats and gloves. Be sure to LABEL all items with first and last name or initials, as there are usually multiples of the same item in the classroom. We will continue to go outside once in the morning and once in the afternoon, even in the chilly weather. We use our best judgment on temperature and take into account wind chill and sunshine. Consider keeping a set of winter gear at school to eliminate the hassle of bringing them back and forth.

Throughout the winter, our Smart Start classrooms use our "How To Put Winter Gear On" visual steps to help children with the process of getting ready to go outside. This visual guide helps children to be more independent and teaches them the order of what they should be putting on first. This is also a nice tool to utilize at home to practice getting ready to play outside.

For the "coat" section of the visual steps, one technique that is used in the classroom for a child to put his/her coat on independently is the "flip coat" technique. If you have questions on how this technique is done, please inquire with an IXL teacher or director to show you.

Additionally, please be sure your child has seasonally appropriate extra clothes in case of accidents, spills, etc.



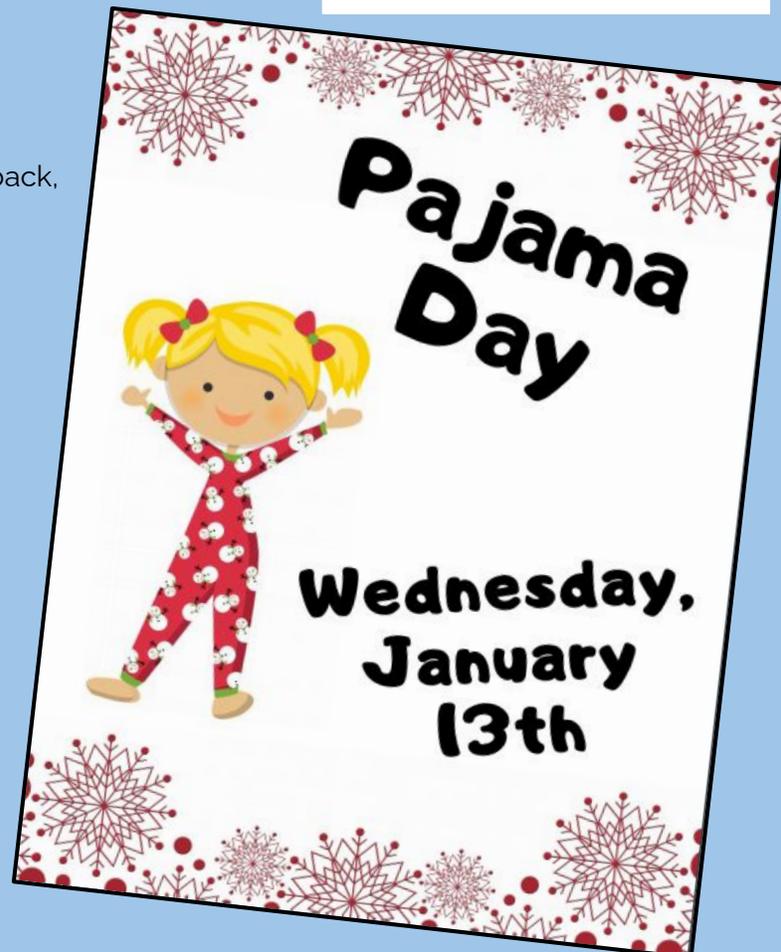
## Important Reminders:



- When dropping off or picking up your child, **please wear a mask** when interacting with IXL staff or **remain a distance of 6 feet away** if your child can safely be exchanged.
- Throughout the winter months, if you notice any isolated slippery or icy areas in the parking lot or on the side walks, please bring this to your director's attention as soon as possible so we can have salt applied immediately.
- IXL is an ALLERGY AWARE facility- this includes not bringing items to IXL that may contain peanuts or tree nuts. Check labels of food containers that you are sending to IXL with your child to ensure safety (ex: cereal, granola bars).
- A reminder that smoking and vaping is prohibited on IXL property per the State of Michigan.

## Giving Us Feedback

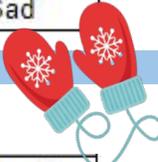
We are always interested in strengthening our program at IXL. If you are interested in providing us with any feedback, please feel free to email [feedback@ixlkids.com](mailto:feedback@ixlkids.com).



	<h3>Year-End Statement Instructions</h3>
<p>Please use these instructions on MyProcare to access your Year-End Statements from IXL Learning Center.</p>	
<p><b>How to access your Year-End Statement:</b></p> <ul style="list-style-type: none"> <li>• Go to <a href="http://www.myprocare.com">www.myprocare.com</a></li> <li>• Enter your email address (on file with IXL Learning Center, used for Tadpoles App)             <ul style="list-style-type: none"> <li>◦ You may receive a confirmation email if you haven't logged into your myprocare account yet</li> </ul> </li> <li>• Enter your password</li> <li>• Click on the <b>Reports</b> tab (near the top, along the blue tabs)</li> <li>• Under <b>Reports</b>, select <b>Customer Statement</b> and click <b>Run Report</b></li> <li>• On the <b>Customer Statement - Filter By Date Range</b> screen, select <b>Last Year</b> (or manually insert a time frame needed)</li> <li>• Click <b>Run Report</b></li> <li>• The statement will pop up in a separate screen. From here, you can save or print your statement from your browser menu</li> </ul>	

### Infant/Infant Too

Date:	Theme:	Sign:	Shape:	Color:	Discovery:	Music:	Emotion:
4th-8th	All Kinds of Weather	Sorry	Heart	Purple	Water	"Sunshine"	Scared
11th-15th	Transportation	Yes, No	Star	Pink	Airplane	"Wheels on the Bus"	Shy
18th-22nd	Michigan Adventures	Hello, Goodbye	Square	Black	Mitten	"Happy Birthday"	Happy
25th-29th	Arctic Animals	Big, Small	Triangle	Brown	Penguin	"Polar Bear"	Sad

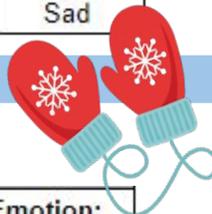


### Toddler/Toddler Too

Date:	Theme:	Letter:	Number:	Sign:	Shape:	Color:	Body:	Discovery:	Music:	Emotion:
4th-8th	All Kinds of Weather	Q	7	Sorry	Square	Purple	Knee	Cloud	"Sunshine"	Scared
11th-15th	Transportation	R	8	Yes, No	Triangle	Pink	Elbow	Airplane	"Wheels on the Bus"	Shy
18th-22nd	Michigan Adventures	S	9	Hello, Goodbye	Rectangle	Black	Shoulder	Cherry	"Happy Birthday"	Happy
25th-29th	Arctic Animals	T	10	Big, Small	Circle	Brown	Chin	Iceberg	"Polar Bear"	Sad

### Young Preschool

Date:	Theme:	Letter:	Number:	Shape:	Color:	Sign Language/Spanish:	Emotion:
4th-8th	All Kinds of Weather	Q	7	Star	Purple	Sun	Scared
11th-15th	Transportation	R	8	Diamond	Pink	Stop	Shy
18th-22nd	Michigan Adventures	S	9	Semicircle	Black	Apples	Happy
25th-29th	Arctic Animals	T	10	Crescent	Brown	Bear	Sad

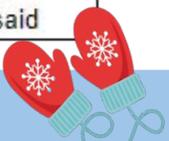


### Preschool

Date:	Theme:	Letter:	Number:	Shape:	Color:	Sign Language/Spanish:	Emotion:
4th-8th	All Kinds of Weather	Q	17	Star	Purple	Sun	Scared
11th-15th	Transportation	R	18	Diamond	Pink	Stop	Shy
18th-22nd	Michigan Adventures	S	19	Semicircle	Black	Apples	Happy
25th-29th	Arctic Animals	T	20	Crescent	Brown	Bear	Sad

### Young Pre-K/Pre-K

Date:	Theme:	Letter:	Number:	Shape:	Color:	Sign Language/Spanish:	Emotion:	Sight Word:
4th-8th	All Kinds of Weather	Q	17	Circle	Purple	Sun	Scared	see
11th-15th	Transportation	R	18	Heart	Pink	Stop	Shy	not
18th-22nd	Michigan Adventures	S	19	Oval	Black	Apples	Happy	you
25th-29th	Arctic Animals	T	20	Star	Brown	Bear	Sad	said



# Lunch Menu



## January 2021

Monday	Tuesday	Wednesday	Thursday	Friday
				1 IXL CLOSED New Year's Day
4 Creamy Noodles Carrots Fruit	5 Popcorn Chicken Broccoli Fruit	6 Pulled Pork Cauliflower Fruit	7 Chicken & Rice Mixed Veggies Fruit	8 Tortellini Peas Fruit
11 Grilled Cheese Corn Fruit	12 Chicken Sticks Green Beans Fruit	13 Chef's Choice Veggie Fruit	14 Beef, Bean & Cheese Burrito Carrots Fruit	15 Chicken & Dumplings Broccoli Fruit
18 Waffles Yogurt Fruit	19 Chicken Nuggets Mixed Veggies Fruit	20 Hot Dog w/ Bun Peas Fruit	21 Macaroni & Cheese Cauliflower Fruit	22 Vegetable Soup Biscuit Fruit
25 Lasagna Peas Fruit	26 Chicken Quesadilla Corn Fruit	27 Soy Butter & Jelly Sandwiches Green Beans Fruit	28 Grilled Chicken Nuggets Carrots Fruit	29 Tacos Broccoli Fruit





# BIRMINGHAM CENTER

## Huge Thank You!

Thank you to all our families and staff that participated in Adopt-a-Family this year. We were able to give a local family a very happy holiday!

## National Michigan Day

National Michigan Day is Monday, January 18th. On this day, wear a Michigan themed shirt or shirt from your favorite Michigan town!



We will be learning more about Michigan during the week of January 18th, as our weekly theme is "Michigan Adventures."

## Allergy Aware Center

Please remember that we are an ALLERGY AWARE facility when bringing food from home or party treats into the classroom- this includes items that may contain peanuts or tree nuts. Check labels of food containers that you are sending with your child to ensure safety (ex: cereal, granola bars). Thank you!

## Tadpoles Communication

Please utilize our Tadpoles App for communication with teachers. This tool is very helpful for the teachers if there is anything that needs to be relayed to them about your child's morning or day. It is especially important for our infant families to share wake up time, first feeding, last diaper change, etc. Thank you!



### IXL Quick Links:

Click on the icons below to go to these quick links.



IXL Website



Parent Request Forms



Lunch Menu

### Monthly Supplies

Please bring labeled supplies by the end of each month and give to a director during drop off or pick up.

2 packages of unscented baby wipes & 1 roll of paper towel



### Scholastic Book Orders

We are excited to offer scholastic book orders! During the COVID crisis, you can choose where to have your books shipped: to your home or delivered to IXL with our center order. With a \$25 order, you will get FREE shipping and a FREE Book (use code: READS).

Scholastic Book Club Website:  
**clubs.scholastic.com**  
Class code: **NKC3N**  
Order Due Date: **1/15/21**

All orders also earn FREE Books for our center. Thank you for your support!



### Classroom Notes:

**Infant** - Please label all bottles with first and last name and date.



### Tuition Checks

If writing checks for tuition, please make your checks payable to **IXL Birmingham LLC**. Thank you!