

Introduction

Welcome to Four Seasons Daycare, located in beautiful King George, Virginia. We are so glad that you have chosen our center to provide childcare for your family. Four Seasons is a Virginia state licensed Child Day Program, providing quality childcare and developmentally appropriate learning experiences for children ages 6 weeks through 12 years of age.

Our goal at Four Seasons Daycare is to create a family-like atmosphere in which each child is treated as an individual, affording them the opportunity to learn, grow, and develop at their own pace. Classrooms are set up to both challenge and nurture our students emotionally, socially, physically and academically. Curriculums are in place in all classrooms containing fun, age-specific activities that promote creativity, family-involvement, and the development of the whole child. We have an open door policy that encourages parents to take part in center activities and visit their child's classroom often. Under the experienced supervision of our well-trained childcare professionals, your child will learn to explore their world as they work and play with other children.

The purpose of this handbook is to provide information about the center and various policy matters. These policies have been carefully planned out and are considered necessary to meet our objectives. Should you have any questions or concerns, please feel free to address them to a member of our management team.

Center Contact Information

Four Seasons Daycare
5295 Windsor Drive
King George, Virginia 22485
(540) 663-3373
Fax # (540) 663-9275

Owner- Gina Zirpmoulis
Director- Debbie Gillespie
Administrative Assistant- Georgia Ellison

Hours of Operation

Our center is open year-round ***Monday through Friday from 6:00 a.m. until 6:00 p.m.***
In general, we are closed for the following holidays...

New Year's Day
Martin Luther King, Jr.'s Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day (and the following Friday)
Christmas (Closed for 2 days)

Specific days closed for a particular year are posted in the Parent Information Center.

Emergency Closings/Abbreviated Hours

In addition to our scheduled holidays, Four Seasons reserves the right to open for abbreviated hours before or after major holidays and to close due to inclement weather or other emergencies. Abbreviated hours are posted annually and depend on the calendar year. Weather related closings are announced as soon as possible via the following radio stations...

B101.5 Oldies 95.9 Thunder 104.5

Parents may also check our website, follow us on Twitter @4SeasonsDaycare or call the center to listen for an announcement.

Emergency Evacuation

Should there be a natural disaster or unforeseen catastrophe during the day that requires the evacuation of our building every effort will be made to contact you. Should this be impossible, Four Seasons Emergency Evacuation Plan includes relocating to Oakland Baptist Church. If the entire area of Dahlgren is deemed to be unsafe, Four Seasons will transport all children to the King George Citizen's Center in King George in accordance with our Emergency Evacuation Plan filed with the county and approved by our licensing agency. As with any policy in this handbook, if you would like a more detailed explanation, please contact the director.

Enrollment

Enrollment is open on a Non-Discriminatory basis to children age 6 weeks through 12 years. The process of enrolling your child is accomplished by completing the enrollment packet and providing payment of the \$50 non-refundable registration fee. Upon enrollment please bring a current picture of your child, your child's birth certificate, completed enrollment forms, signed enrollment contract, your child's shot record, a current completed physical form, and any medical authorization forms necessary for your child.

Should you need to reserve a spot for your child more than one month in advance, a separate, non-refundable fee is charged equivalent to one week's tuition. This fee serves to hold a projected opening at the discretion of the director.

Re-enrollment

Every May a \$30 non-refundable fee is charged and enrollment and medical forms are updated. Children who initially enroll between January and May, are not subject to pay the re-enrollment fee during their first year of care, but will be required to pay it each year thereafter.

Vacations

As tuition rates are based on annual budget considerations, your scheduled fees are due whether your child is in attendance or not. Tuition for weeks missed due to a family vacation is due at the full rate upon your child's return to the center.

Withdrawal

As per your signed enrollment contract, parents are required to give 2 weeks notice prior to withdrawing their child(ren) from our program. If your child must be immediately withdrawn, you are still required to pay for 2 weeks of additional tuition.

Termination

While it is our goal to work with each family and meet their particular needs, the center reserves the right to refuse or immediately terminate the enrollment of a child or family should we deem it necessary to meet the center's overall objectives for ***all*** families.

Therefore, excessive biting, hitting, or other forms of unacceptable behavior by your child could result in termination of enrollment. In addition, parents who are unwilling to partner with the center for the benefit of the child or parents who are unwilling to follow center policies may also have child care privileges revoked, resulting in termination of care.

The following are specific situations that will result in the termination of childcare services...

1. Child's behavior pattern threatens his or her own health and safety and/or the health and safety of other children and/or staff.
2. Child requires specialized care that Four Seasons is unable to provide with reasonable accommodations, as determined by the director.
3. Parent or guardian fails to keep child's tuition account in good standing by letting it become two or more weeks in arrears.
4. Parent or guardian fails to pick their child up within one hour of being contacted by the center to do so.
5. Parent or guardian fails to adhere to any part of the center's illness policy.
6. Parent or guardian fails to provide the center with up-to-date emergency contact information.
7. Parent or guardian fails to provide required up-to-date health record information.
8. Parent or guardian fails to comply with any center policy.
9. Parent or guardian fails to be supportive of Four Seasons' program or philosophy by speaking negatively about the center or acting uncooperatively.
10. Parent or guardian repeatedly fails to pick their child up by center's closing time.

Staff

Our staff has been carefully selected with the primary qualification being a sincere and genuine love for children. The education and experience levels vary from teacher to teacher, far exceeding the state's requirements. Our center provides an on-going staff development program including monthly staff meetings and training, as well as 2 in-service training days each year. Teachers also participate in workshops and attend courses offered by child care organizations and local colleges.

Arrival and Pick-up

Upon arrival, all children, regardless of age, must be brought into the center and **“SIGNED-IN”**. Parents are further responsible for bringing their child to the child’s assigned classroom, turning them over to the child’s teacher, at which time we accept responsibility for the welfare of your child. In order to insure a safe and proper “transfer of responsibility”, **CHILDREN MAY NOT BE DROPPED OFF OR PICKED-UP IN THE PARKING LOT NOR MAY CHILDREN BE LEFT INSIDE THE CENTER’S FRONT DOORWAY TO MAKE THEIR WAY TO THEIR CLASSROOM ON THEIR OWN.**

At the time children are turned over to a staff member, the staff member will perform a visual health screening of your child and accept any special instructions from the parent. If the staff member detects a possible contagious illness, you will be asked to take your child home. Additional information regarding illness can be found in the **“Health”** subsection of this handbook. Please call the center by 9:00a.m. if your child will not be in attendance for the day.

At the time of pick-up, parents must **“SIGN OUT”** their child and check with a staff member for any information regarding their child’s day. This act transfers responsibility back to the parent for the child’s welfare. Please check your child’s cubby each day for personal belongings and papers.

Please be aware that we can only release a child to the person who enrolls the child and those who are authorized by that person on the registration form. If someone else must pick your child up, you must notify us in advance by phone or in person. All persons picking your child up must show Photo ID to do so.

Early Drop-Off/ Late Pick-up

We are licensed for only certain hours of operation, therefore, we cannot accept children prior to our designated opening time of 6:00a.m. In addition, children must be picked up no later than our designated closing time of 6:00p.m. We ask that you have a pre-arranged plan should you need care outside of our operating hours.

In the event you are delayed and cannot pick your child up on-time, please call the center to notify us of your plans, authorizing Four Seasons to release your child to someone you have designated. If a child has not been picked up by closing time, there is an additional fee and further consequences. If your child has not been picked up one hour passed our closing time, your child will be turned over to the King George Sheriff’s Department and the Department of Social Services will be contacted. Frequent late pick-ups are grounds for dismissal.

Late Pick-Up Policy(continued)

The fee for any child that is picked up after closing time is \$15 per child for the first 5 minutes and \$2 per child for each additional minute thereafter. Fees are due at the time the child is picked up.

Further, should you be late more than 3 times picking your child up within a 6 month period, your child(ren) will be suspended from the center for one week and all tuition fees will **not** be waived. If you choose to continue care after the suspension period, your family will be placed on probation for an additional 6 months. Should you pick your child up late while on probation, childcare privileges will be immediately terminated.

In order to allow our teachers to leave at their scheduled time and continue to provide quality care for all of the families in our center, late policies are strictly adhered to.

Health

Parents should carefully check their child at home before bringing them to the center, especially if the child has been sick during the night. Please keep your child home if he or she has...

1. ...a temperature of 100.4 degrees or higher,
2. ...has vomited with or without a temperature,
3. ...has had two or more incidents of diarrhea within the last 24 hours,
4. ...or, has been diagnosed with any communicable disease,

In addition, per Virginia Department of Social Services regulation, you are responsible for informing the center within 24 hours or the next business day if your child or any family or household member develops or comes in contact with a reportable communicable disease and immediately if the reportable condition is life-threatening.

If your child has been absent due to a communicable disease, he/she must remain home for at least the time period recommended by the health department and must have a "Return to Center" form or a note from the child's pediatrician stating that the child has been treated and is no longer contagious. "Return to Center" forms are available on the center's website or in the main office.

Should your child become ill during the day, we will notify you promptly. If you cannot be reached we will call those persons you have listed on the emergency contact list. We ask that parents have a pre-arranged plan to insure the prompt pick-up of their child should this occur. Parents or emergency contacts should be able to pick the child up within 1 hour.

In an effort to maintain a healthy environment, Four Seasons has adopted a “24 Hour Recuperation Period”. Therefore, once the child has been sent home, the child may not return to the center the next day and for at least 24 hours from the time they are fever and/or symptom-free. Four Seasons reserves the right to enforce this policy even if the child has a doctor’s note to return to care the next day. Additionally, please keep in mind when sending your child back to the center after an illness, that children who are in attendance must be well enough to participate in both indoor and outdoor activities.

Medication Policy

We will only administer medications under the following circumstances:

1. Medication must be prescribed by a doctor.
2. Medication must be in its original container.
3. The container must be labeled with the child’s name, times to be administered, dosage amount, and length of time to be administered.
4. Parents must fill out and sign authorization forms for each medication.
5. All medications and forms must be given to a member of management.
6. Medication that is deemed “give once or twice a day”, should be given at home, unless there are extenuating circumstances.
7. Long-term medications and medications administered via nebulizers must have additional authorization forms completed by the child’s treating physician.
8. Medications may not be kept in book bags, diaper bags or cubbies.

We will not administer any over the counter medications unless they are prescribed by a physician and have a prescription label from the pharmacy. Four Seasons will apply non-aerosol sunscreens, lotions, diaper ointments and insect repellents, but require specific authorization forms available in the office.

Inclusion Policy

At Four Seasons, we believe in including children in our classrooms with differing abilities, as it contributes to teaching acceptance, improved socialization, and understanding of individual differences to all of our children. Should your child have special medical, educational or behavioral needs, we will make every effort to accommodate your child’s condition unless their presence would pose a direct threat to the health or safety of your child or others or require a fundamental alteration to our program, as determined by the director.

Discipline Policy

The following methods of discipline are used at Four Seasons Daycare when deemed necessary by the child’s teacher and/or the center’s director.

1. Verbal warning and reasoning with the child
2. Re-direction
3. Time-out, allowing the child to calm down and think about their behavior
4. Removal of privileges
5. Parent conference

Behavior modification systems are used in each classroom to encourage positive behavior and discourage inappropriate behavior. Our discipline methods are always timely, fair, consistent, and appropriate to the infraction. Should a child have on-going behavior issues, the teacher, the director and the parent will partner together and strategize solutions to help the child function within the classroom.

Children who are disrespectful, disruptive, use inappropriate language, are violent, steal, destroy center property or have unresolved on-going behavior issues are subject to suspension or expulsion.

Unacceptable Discipline Methods

Our teachers are trained to only use acceptable methods of discipline and therefore, never use physical punishment, verbal abuse, or any other form of punishment associated with food, naps, or toileting. Parents are also prohibited from using unacceptable methods of discipline on center property.

Transportation/Field Trips

Currently, transportation to and from our childcare facility is not provided by our center. However, for the purpose of a field trip or in the event of an emergency that requires students to be relocated from our center, Four Seasons does have a school bus that meets all licensing regulations. Parents must sign permission slips for a child to be permitted to attend planned field trips away from the center. All trips are carefully supervised. Parents are welcomed to participate if their schedules permit. Children with on-going discipline problems or who are not completely potty trained may, at the discretion of the director, be required to have a parent accompany them on field trips in order to attend.

Dress

Your child should wear sturdy, everyday clothes that can be easily laundered. A complete change of clothes labeled with your child's name should be left at the center for children 2 years and older. Two complete sets of clothing are required for infants and toddlers. We suggest that you put these clothes in a large labeled ziploc bag and leave them in your child's cubby. The bag should include socks, shoes, shirt, pants or shorts, and underwear, if your child is old enough to wear them. If your child's change of clothes has been used, please replace them the next day with a new set. Should

your child need to borrow clothes from the center, please remember to return them the next day laundered, as another child may need them. A \$5.00 replacement fee is charged for all unreturned center clothes.

Photographs

Throughout the course of the school year, your child's teacher may take photographs of your child to support learning in the classroom. Photographs may be used as part of art projects, may be posted in the classroom, or used in class slide shows. Pictures are ***never*** posted on the internet or used in any commercial capacity without express permission from the parents. If you would like your child to NOT be photographed by the teacher for classroom purposes, please see the director for an "opt-out form".

Naptime

Infants nap in cribs on demand according to their own individual needs. The center provides all sheets and blankets, which we launder each day. Should your child require a sheet or blanket laundered in a particular way, parents are permitted to furnish their own sheet and/or blanket as long as it is laundered and brought daily.

Toddlers and Preschoolers are required to be given a two-hour rest period daily. Children sleep on an assigned center-provided mat that is cleaned each day. We also provide sheets and blankets that are washed each week. Parents may allow their child to bring in a special item or blanket to help comfort them during naptime if they so desire.

Please note, parents are not permitted to drop children off during nap time as it is very disruptive to the other children who are sleeping. Naptimes vary from classroom to classroom, but generally fall between the hours of 11:30 a.m. and 2:30 p.m. Please plan accordingly.

As always, parents are welcomed to visit the center at any time.

Diapering Policy

Diapers will be changed on an as-needed basis and are checked at least every hour. Parents are required to supply an ample amount of diapers and baby wipes for their child. We recommend the following amounts as a guideline.

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| Children 6 weeks - 4 months | 8-10 diapers per day |
| Children 4 months –16 months | 6-8 diapers per day |
| Children 16 months-36 months | 5-6 diapers per day |

Conferences

Parent /Teacher conferences are scheduled on a semi-annual basis to discuss the progress of your child. In addition, the parents or director may request a conference any time they feel it would benefit the care the child is receiving.

Transfer or Sharing of Your Child's Records

During the course of your child's care at our center, it may become necessary for Four Seasons to either transfer or share records on your child's behalf to another agency, program, organization or entity or request information from another agency, program, organization or entity. By enrolling your child at Four Seasons, permission to share information regarding your child with the Virginia Department of Social Services, Child Protective Services, law enforcement, emergency medical personnel, physicians listed on the child's enrollment form, other schools/programs attended by your child or either parent/legal guardian is implied. All other transfers of records require parental permission.

Food Policy

Infants

All bottles and food are to be provided by the parents. Clean bottles are to be brought in daily and all bottles and food must be labeled with the child's name and date. All unused bottles must be taken home each day or contents will be discarded. The center provides bibs and infant spoons. Bottles and food are heated in boiled water. Baby bottles are rinsed, but not cleaned, before they are returned to your child's diaper bag. Breast feeding mothers are welcomed and encouraged to come to the center and nurse their baby as the mom's schedule permits. Expressed milk must be labeled and dated. Parents must keep an emergency supply of either formula or expressed milk for their infants on hand at the center at all times.

Toddlers and Preschoolers

Four Seasons provides lunch and snacks for all toddler and preschool children. Our menus are posted in the parent information center and meet all USDA requirements. See your child's class schedule for specific meal times. Please do not send in additional food for your child to eat, unless requested to do so for classroom parties, as food from home is difficult to regulate and may cause licensing or health department issues for the center.

School-Age Children

During the school year, we provide an afternoon USDA approved snack for all school age children. When school is out, Four Seasons provides a USDA approved morning and afternoon snack, however, lunch must be supplied by the parent and must meet USDA guidelines. As cold storage is unavailable for our school-age children at the center, parents are responsible for ensuring all food is stored properly. Four Seasons recommends parents send lunches in an insulated lunch bag with an ice pack.

USDA guidelines require

1. 2 oz. of meat/cheese, or 1 egg, or ½ cup beans or 4TBSP of Peanut Butter
2. Two ¾ cup servings of vegetables and/or fruit
3. One slice of bread or bread alternative
4. Milk

Special Dietary Needs

Any child that has special dietary needs must have those needs documented by a physician or documented as cultural/religious by the parent. Parents are responsible to supply replacement components to any center meal that does not meet the child's needs. ***There will be no reduction in tuition when parents supply supplemental components or replacement meals.*** Only children with documented special nutritional needs or cultural/ religious requirements are permitted to supply replacement meals.

Swimming Pool

Our center has a built-in swimming pool on the premises. The pool is 14x28 feet and is 4 feet deep. We have incorporated the pool into our summer camp program for children age 5-12 years old. Parents must complete a permission slip before children are permitted to participate in pool activities. We have our own certified lifeguard on duty, as well as additional teachers in the pool area supervising all pool related activities. Weather permitting, the pool opens in mid-June and closes at the end of August. Infants, toddlers, and preschoolers are not permitted in the pool, however, other fun water activities are scheduled during the summer months.

Birthdays

Birthdays are special days in the life of a child and are treated as such here at Four Seasons. Parents may provide cupcakes, cookies, juice and/or other treats to help make your child's day special. Hats, streamers and party favors may also be brought in, but are not required. **BALLOONS ARE NOT PERMITTED AS THEY CAN BE A POTENTIAL CHOKING HAZARD. CANDLES ARE ALSO PROHIBITED PER THE FIRE MARSHALL.** Please let your child's teacher know if you plan on having a party for your child at the center.

Things Not to Bring

Children are not permitted to bring gum, candy, or money to the center. Bringing items from home can lead to disputes, so, toys from home are only allowed to be brought on “Show and Tell Days” at the teacher’s request. Should your child bring in something from home, Four Seasons is not responsible if the item becomes lost, stolen, or broken.

Suspected Child Abuse

By law, employees of Four Seasons Daycare are considered Mandated Reporters and as such are required to report any cases of suspected child abuse or neglect to Child Protective Services. Parents cannot be notified before this action is taken. If your child incurs bruises/injuries outside of the center, please notify the staff that you are aware of the injury and explain how it occurred.

Parking

When arriving or leaving the center with your child, please be careful in the parking lot. Do not allow children to run ahead, go outside without you, or play on the front railing. Vehicles must be turned off before entering the building and children must never be left outside unattended. Please use only designated parking spots and be mindful of pedestrians, other vehicles and county school buses. ***YOU MAY NOT PULL IN OR OUT OF THE PARKING LOT WHILE BUSES ARE LOADING OR UNLOADING.***

Licensing Contact Information

For information about childcare or to speak with our licensing agent, please contact the Virginia Department of Social Services at

Central Office

Department of Social Services
Division of Licensing Programs
7 North 8th Street 4th Floor
Richmond, Virginia 23219
(804) 662-9758

Licensing Specialist – Sharon Curlee

Schedules and Curricula

Four Seasons has in place developmentally appropriate curricula in each and every classroom. Our program was developed in conjunction with High Reach Learning, an award-winning early childhood development company and is based on knowledge of theory and research in early childhood education, coupled with an understanding of valued best practices. Our curriculum incorporates experiences that permit learning through guided play and active discovery.

In developing our programs, we have considered the whole child – cognitively, socially, emotionally and physically. By incorporating the latest research in early childhood, including the most current NAEYC Developmentally Appropriate Practice Guidelines, Four Seasons has created a truly balanced, innovative, and interest-driven curriculum for children birth to five.

Each class has a schedule posted in their class, as well as a copy of their curriculum for the year and the daily lesson plan. The following are examples of our toddler, preschool and school-age daily schedules. These schedules are subject to change. Should a change occur, an updated schedule will be posted in that classroom. Infant schedules are individualized, based on their particular developmental needs and can be found in the infant classroom.

TODDLER SCHEDULE

6:00-7:00 GOOD MORNING – GREET CHILDREN, CHECK AND CHANGE DIAPERS
7:00-7:45 MORNING MUSIC – LEARNING CENTERS – MANIPULATIVES
7:45- 8:00 CHECK AND CHANGE ALL DIAPERS
8:00-8:30 MUSIC, FINGERPLAYS, GROUP ACTIVITIES
8:30-8:45 CHECK AND CHANGE ALL DIAPERS
8:45-9:00 GET READY FOR SNACK-SANITIZE TABLES, WASH ALL HANDS
9:00-9:20 A.M. SNACK
9:20-9:30 CLEAN UP TIME – SANITIZE TABLE, WASH HANDS AND FACES
9:30-9:45 CIRCLE TIME
9:45-10:00 CHECK AND CHANGE ALL DIAPERS, GET READY FOR OUTSIDE PLAY
10:00-10:30 OUTDOOR PLAY (WEATHER PERMITTING)
10:30-11:00 CHECK AND CHANGE ALL DIAPERS, WASH HANDS FOR LUNCH
11:00-11:30 LUNCH TIME
11:30-11:45 CHECK AND CHANGE ALL DIAPERS, WASH HANDS AND FACES
11:45 1:45 NAP TIME – FOLLOW NAP TIME POLICY AND PROCEDURES
1:45-2:00 CHECK AND CHANGE DIAPERS, SNAITIZE TABLES, WASH HANDS
2:00-2:15 EARLY P.M. SNACK
2:15-2:45 WASH HANDS, SANITIZE TABLE, GET READY TO GO OUTSIDE
2:45-3:15 OUTDOOR PLAY (WEATHER PERMITTING)
3:15-3:30 WASH HANDS, CHECK AND CHANGE ALL DIAPERS
3:30-4:00 P.M. CIRCLE TIME – SONGS, FINGERPLAYS, STORIES
4:00-4:30 GROUP ACTIVITIES – ART, PLAYDOUGH, GAMES
4:30-4:45 CHECK AND CHANGE ALL DIAPERS
4:45-5:00 GET READY FOR SNACK – SANITIZE TABLE, WASH HANDS
5:00-5:15 EVENING SNACK
5:15-5:30 WASH HANDS, SANITIZE TABLE
5:30-6:00 GOOD NIGHT QUIET ACTIVITIES – STORIES, EDUCATIONAL VIDEOS

*IF WEATHER DOES NOT PERMIT OUTDOOR PLAY, LARGE MOTOR ACTIVITIES WILL BE SUBSTITUTED. ACCEPTABLE ACTIVITIES INCLUDE, BUT ARE NOT LIMITED TO, MUSICAL FREEZE, FOLLOW THE LEADER, SIMON SAYS, EXERCISE AND DANCE VIDEOS.

**FINGERPLAYS, SONGS, AND STORIES ARE TO BE USED TO FILL IN WHEN TIME PERMITS.

PRESCHOOL SCHEDULE

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| 6:00-7:00 | GOOD MORNING – GREET CHILDREN – MORNING MANIPULATIVES |
| 7:00-7:45 | MORNING LEARNING CENTERS- FREE CHOICE |
| 7:45-8:00 | STORYTIME |
| 8:00-8:15 | POTTY BREAK, WASH HANDS, GET STUDENTS READY FOR HEADSTART |
| 8:15-8:45 | LEARNING CENTERS – CURRICULUM BASED |
| 8:45-9:00 | POTTY BREAK, WASH HANDS , GET READY FOR MORNING SNACK |
| 9:00-9:15 | A.M. SNACK |
| 9:15-9:30 | CLEAN UP SNACK, POTTY BREAK, WASH HANDS |
| 9:30-10:00 | CIRCLE TIME – SONGS, FINGERPLAYS, STORIES |
| 10:00-10:30 | CURRICULUM BASED GROUP ACTIVITIES, LEARNING CENTERS, ART, MUSIC |
| 10:30-10:45 | WASH HANDS, POTTY BREAK, GET READY TO GO OUTSIDE |
| 10:45-11:30 | OUTDOOR PLAY (WEATHER PERMITTING) |
| 11:30-11:45 | WASH HANDS, POTTY BREAK |
| 11:45-12:00 | STORYTIME |
| 12:00-12:30 | LUNCH TIME |
| 12:30-12:45 | POTTY BREAK, WASH HANDS, GET READY FOR NAP |
| 12:45-2:30 | NAPTIME – FOLLOW NAPTIME POLICY AND PROCEDURE |
| 2:30-2:45 | POTTY BREAK, WASH HANDS, GET READY FOR EARLY P.M. SNACK |
| 2:45-3:00 | P.M. SNACK/ |
| 3:00-3:10 | WASH HANDS |
| 3:10-3:30 | P.M CIRCLE TIME/STORYTIME |
| 3:30-3:45 | POTTY BREAK, WASH HANDS, PREPARE TO GO OUTSIDE |
| 3:45-4:45 | OUTDOOR PLAY (WEATHER PERMITTING) |
| 4:45-5:00 | POTTY BREAK, WASH HANDS, SANITIZE TABLES |
| 5:00-5:15 | EVENING SNACK |
| 5:15-5:30 | WASH HANDS, CLEAN UP SNACK, |
| 5:30-600 | GOOD NIGHT QUIET ACTIVITIES – STORIES, EDUCATIONAL VIDEOS |

- IF WEATHER DOES NOT PERMIT OUTDOOR PLAY, LARGE MOTOR ACTIVITIES WILL BE SUBSTITUTED. ACCEPTABLE ACTIVITIES INCLUDE, BUT ARE NOT LIMITED TO, MUSICAL FREEZE, FOLLOW THE LEADER, SIMON SAYS, EXERCISE AND DANCE VIDEOS.
- FINGERPLAYS, SONGS, AND STORIES ARE TO BE USED TO FILL IN WHEN TIME PERMITS

THIS SCHEDULE IS SUBJECT TO CHANGE AND IS LARGELY DEPENDENT ON THE INTERESTS AND NEEDS OF THE CHILDREN

SCHOOL AGE SCHEDULE

6:00 – 7:00 GOOD MORNING ACTIVITIES, MANIPULATIVE FUN
7:00 – 7:45 CENTER PLAY, CHECKERS, COLORING, BOARD GAMES
7:45 – 8:00 GET READY FOR SCHOOL – WASH HANDS/BATHROOM
8:00 – 8:15 WAIT FOR SCHOOL BUS

IN SCHOOL

2:00 HEADSTART ARRIVES – Send to 4's classroom
3:15 MIDDLE SCHOOL BUS ARRIVES
3:15 – 3:45 MIDDLE SCHOOL HOMEWORK TIME
3:30 - ELEMENTARY SCHOOL BUS ARRIVES
3:30– 3:45 WASH HANDS/BATHROOM/GET READY FOR SNACK
3:45 –4:00 AFTERNOON SNACK
4:00 - 4:15 WASH HANDS/CLEAN UP FROM SNACK
4:15 – 4:45 ELEMENTARY SCHOOL HOMEWORK TIME
4:45–5:30 OUTDOOR PLAY/GROUP GAMES
5:30-6:00 QUIET GOOD NIGHT ACTIVITIES/ VIDEO GAMES/MOVIES

** IF WEATHER DOES NOT PERMIT OUTDOOR ACTIVITIES, LARGE MUSCLE ACTIVITIES ARE TO BE SUBSTITUTED. ACCEPTABLE ACTIVITIES INCLUDE, BUT ARE NOT LIMITED TO, FREEZE TAG, HOT POTATO, MUSICAL CHAIRS, SIMON SAYS AND OTHER GROUP GAMES

** GROUP GAMES, MUSIC, SINGING, DANCING AND READING ARE TO BE USED AS FILLER ACTIVITIES WHEN TIME PERMITS

**THIS SCHEDULE IS IN EFFECT FOR DAYS CHILDREN ARE IN SCHOOL FULL DAY. SCHEDULE TO BE ADJUSTED WHEN CHILDREN ARE IN ATTENDANCE FOR ½ OR FULL DAYS OFF FROM SCHOOL

