

FOR 3 YEAR OLD CLASS

6:30-7:00 SET-UP (30 Minutes)

Children present will assist the teacher with setting up inside and outside area i.e. play equipment, learning center activities, table activities, and filling water dispensers etc.

7:00-8:00 BREAKFAST (60 Minutes)

Upon entrance the children will wash their hands and sit at the tables to be served a nutritious breakfast. When the child is finished eating, he/she will use a wet wipe to wash their face and hands, and enter the circle time area.

8:00-8:45 GREETING, DEVOTION AND CIRCLE TIME (45 Minutes)

Children will put away all jackets and personal items in their specified cubbies. Teacher will greet parents and then welcome each child and allow them to enter the circle time area. This time begins with devotion; which consist of The Pledge of Allegiance, (song)My Country tis of Thee, The Christian pledge, The Bible Salute, and The Lord Prayer. Children will then be allowed to engage in songs, music and movement, reciting poems, acting out and listening to stories as well as games.

8:45-9:00 GROUP TIME, MORNING SONGS, CALENDAR (15 Minutes)

Children will line up at the door for sanitizing and health check. Teacher will greet parents and then welcome each child while they are sanitizing and allow them to enter the classroom and have a seat to take attendance and begin circle time activities.

9:00-9:30 PHONICS(MON, WED, FRI.) / NUMBERS(TUES, THURS) (30 Minutes) FREE CHOICE

Teacher will introduce or review phonetic concepts or numbers that have been planned beforehand on the assigned days of the week. Each teacher shall plan for activities that will allow children to have choices to explore their classroom environment without restriction. During this allotted time, teachers shall move through the room to assist and engage children. Teachers are expected to document the children's actions as well as conversation using pen/pencil and note pad and/or photography. The following classroom center areas and activities are to be open and available daily during this time and shall be set up to further emphasis the concept(s) that are being presented: Gross and Fine Motor, Music/Movement, Blocks, Sand/Water, Dramatic play, Nature/Science, Math/Numbers, Computer, Promoting acceptance of diversity, Name and Letter recognition, writing, pre-literacy and Literacy.

9:30-9:45 TOILETING HAND WASHING (15 Minutes)

Children will move to restroom in a single file line. Upon arrival one gender will be allowed in the restroom at a time. The children will use restroom, flush and wash their hands using the proper hand washing methods. Teachers will supervise at all times, the usage of the restroom and will monitor, teach and encourage children to maintain the minimum twenty seconds of hand washing rule.

9:45-10:30 OUTSIDE TIME (45 Minutes)

Age appropriate activities are planned and pre-set for the children to participate in. Athletic games, climbing, movement, painting, exercise, biking, jumping and other gross motor skills are promoted, encouraged and taught. Children will learn to Share, take turns, build their strength and increase their confidence in their own abilities.

10:30-10:45 TOILETING/HAND WASHING (15 Minutes)

Children will move to restroom in a single file line. Upon arrival one gender will be allowed in the restroom at a time. The children will use restroom, flush and wash their hands using the proper hand washing methods. Teachers will supervise at all times, the usage of the restroom and will monitor, teach and encourage children to maintain the minimum twenty seconds of hand washing rule.

10:45-11:00 STORY TIME (15 Minutes)

Children will have a seat at the table and the teacher will read/tell or act out a story. The group shall discuss the story as they prepare for lunch.

11:00-11:45 LUNCH TIME (45 Minutes)

Meal time is also a learning experience. Lunch is served family style and this will allow children to reinforce skills such as socialization, independence, eye-hand coordination, manners, cooperation, self control and vocabulary building. Children will be encouraged to eat and/or at least try all foods; at no time will food be used as a disciplinary tool. Children will NEVER be forced to eat or try any food served. When children are finished eating they will be expected to carry their trash to the can and deposit it. The children will then be given a wet wipe to clean their mouth and hands. Then prepare to transition to nap time.

11:45-2:15 NAP TIME (150 Minutes)

The teachers will make sure that all cots are placed in the designated areas for resting. The children shall be placed onto their sheet wrapped cot and covered up with a blanket. Teacher shall take the necessary measure to assure all the children a time of rest, i.e. (rub the backs of distressed children, Comforting children, reassuring children, etc). Soft music shall be played to soothe the children.

2:15-2:30 TOILETING (15 Minutes)

Children will move to restroom in a single file line. Upon arrival one gender will be allowed in the restroom at a time. The children will use restroom, flush and wash their hands using the proper hand washing methods. Teachers will supervise at all times, the usage of the restroom and will monitor, teach and encourage children to maintain the minimum twenty seconds of hand washing rule.

2:30-3:00 SNACK TIME (30 Minutes)

Meal time is also a learning experience. Snack is served to the children. The children are encouraged to use skills such as socialization, good manners, cooperation, self control and vocabulary. Children will be encouraged to eat and/or at least try all foods; at no time will food be used as a disciplinary tool. Children will NEVER be forced to eat or try any food served. When children are done eating they will be expected to carry their trash to the can and deposit it. The children will then be given a wet wipe to clean their mouth and hands. Then prepare to transition to nap time.

3:00-4:00 OUTSIDE TIME (60 Minutes)

Age appropriate activities are planned and pre-set for the children to participate in. Athletic games, climbing, movement, painting, exercise, biking, jumping and other gross motor skills are promoted, encouraged and taught. Children will learn to share, take turns, build their strength and increase their confidence in their own abilities.

4:00-4:15 TOILETING/ HAND WASHING (15 Minutes)

Children will move to restroom in a single file line. Upon arrival one gender will be allowed in the restroom at a time. The children will use restroom, flush and wash their hands using the proper hand washing methods. Teachers will supervise at all times, the usage of the restroom and will monitor, teach and encourage children to maintain the minimum twenty seconds of hand washing rule.

4:15-4:30 CIRCLE TIME (15 Minutes)

Circle time will be conducted in a large group. This time provides opportunities for children to participate, and share with the teacher as well as their peers, thoughts, ideas and skills through conversation and brainstorming. It provides teachers and opportunity to introduce and/or review cognitive concepts, encourage conversation through open ended questions. The children will engage in a focused activity and music and movement.

4:30-4:45 STORY TIME (15 Minutes)

Children will have a seat at the table and the teacher will read/tell or act out a story. The group shall discuss the story as they prepare for lunch.

4:45-6:00 GROUP TIME/ FREE CHOICE/ DEPARTMENT (75 Minutes)

Children will be allowed to engage in songs, music and movement, reciting poems, acting out and listening to stories as well as games. Children will gather their jackets upon their parent/guardians arrival and any personal items that they are to take home from their cubbies. Teacher will provide a wet wipe for children to clean up to be dismissed. Teacher will greet parents and then say good bye to the child and family as they depart.



FOR 2 YEAR OLD CLASS

6:30-7:00 SET-UP (30 Minutes)

Children present will assist the teacher with setting up inside and outside area i.e. play equipment, learning center activities, table activities, and filling water dispensers etc.

7:00-8:00 BREAKFAST (60 Minutes)

Upon entrance the children will wash their hands and sit at the tables to be served a nutritious breakfast. When the child is finished eating, he/she will use a wet wipe to wash their face and hands, and enter the circle time area.

8:00-8:30 GREETING, DEVOTION AND CIRCLE TIME (30 Minutes)

Children will put away all jackets and personal items in their specified cubbies. Teacher will greet parents and then welcome each child and allow them to enter the circle time area. This time begins with devotion; which consist of The Pledge of Allegiance, (song)My Country tis of Thee, The Christian pledge, The Bible Salute, and The Lord Prayer. Children will then be allowed to engage in songs, music and movement, reciting poems, acting out and listening to stories as well as games.

8:30-8:40 TOILETING /HAND WASHING (10 Minutes)

Children will move to restroom in a single file line. Upon arrival one gender will be allowed in the restroom at a time. The children will use restroom, flush and wash their hands using the proper hand washing methods. Teachers will supervise at all time the usage of the restroom and will monitor, teach and encourage children to maintain the minimum twenty seconds of hand washing rule. Children wearing pull-ups shall be safely and properly changed using the changing table.

8:40-8:55 GROUP TIME/MORNING SONGS/CALENDAR (15 Minutes)

Children will line up at the door for sanitizing and health check. Teacher will greet parents and then welcome each child while they are sanitizing and allow them to enter the classroom and have a seat to take attendance and begin circle time activities

8:55-9:25 PHONICS(MON, WED, FRI.) / NUMBERS(TUES, THURS) (30 Minutes) FREE CHOICE

Teacher will introduce or review phonetic concepts or numbers that have been planned beforehand on the assigned days of the week. Each teacher shall plan for activities that will allow children to have choices to explore their classroom environment without restriction. During this allotted time, teachers shall move through the room to assist and engage children. Teachers are expected to document the children's actions as well as conversation using pen/pencil and note pad and/or photography. The following classroom center areas and activities are to be open and available daily during this time and shall be set up to further emphasis the concept(s) that are being presented: Gross and Fine Motor, Music/Movement, Blocks, Sand/Water, Dramatic play, Nature/Science, Math/Numbers, Computer, Promoting acceptance of diversity, Name and Letter recognition, writing, pre-literacy and Literacy.

9:25- 9:45 OUTSIDE TIME (20 Minutes)

Age appropriate activities are planned and pre-set for the children to participate in. Athletic games, climbing, movement, painting, exercise, biking, jumping and other gross motor skills are promoted, encouraged and taught. Children will learn to Share, take turns, build their strength and increase their confidence in their own abilities.

9:45-10:50 FREE CHOICE (65 Minutes)

Each teacher shall plan for activities that will allow children to have choices to explore their classroom environment without restriction. During this allotted time, teachers shall move through the room to assist and engage children. Teachers are expected to document the children's actions as well as conversation using pen/pencil and note pad and/or photography. The following classroom center areas and activities are to be open and available daily during this time and shall be set up to further emphasis the concept(s) that are being presented: Gross and Fine Motor, Music/Movement, Blocks, Sand/Water, Dramatic play, Nature/Science, Math/Numbers, Computer, Promoting acceptance of diversity, Name and Letter recognition, writing, preliteracy and Literacy.

10:50-11:00 TOILETING / HAND WASHING (10 Minutes)

Children will move to restroom in a single file line. Upon arrival one gender will be allowed in the restroom at a time. The children will use restroom, flush and wash their hands using the proper hand washing methods. Teachers will supervise at all time the usage of the restroom and will monitor, teach and encourage children to maintain the minimum twenty seconds of hand washing rule. Children wearing pull-ups shall be safely and properly changed using the changing table.

11:00-11:30 LUNCH TIME (30 Minutes)

Meal time is also a learning experience. Lunch is served family style and this will allow children to reinforce skills such as socialization, independence, eye-hand coordination, manners, cooperation, self control and vocabulary building. Children will be encouraged to eat and/or at least try all foods; at no time will food be used as a disciplinary tool. Children will NEVER be forced to eat or try any food served. When children are

finished eating they will be expected to carry their trash to the can and deposit it. The children will then be given a wet wipe to clean their mouth and hands. Then prepare to transition to nap time.

11:30-11:50 STORY TIME (20 Minutes)

Children will have a seat at the table and the teacher will read/tell or act out a story. The group shall discuss the story as they prepare for lunch.

11:50-1:50 NAP TIME (120 Minutes)

The teachers will make sure that all cots are placed in the designated areas for resting. The children shall be placed onto their sheet wrapped cot and covered up with a blanket. Teacher shall take the necessary measure to assure all the children a time of rest, i.e. (rub the backs of distressed children, Comforting children, reassuring children, etc). Soft music shall be played to soothe the children.

1:50-2:05 TOILETING / HAND WASHING (30 Minutes)

Children will move to restroom in a single file line. Upon arrival one gender will be allowed in the restroom at a time. The children will use restroom, flush and wash their hands using the proper hand washing methods. Teachers will supervise at all time the usage of the restroom and will monitor, teach and encourage children to maintain the minimum twenty seconds of hand washing rule. Children wearing pull-ups shall be safely and properly changed using the changing table.

2:05-2:20 SNACK TIME (25 Minutes)

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2:20-2:45 CIRCLE TIME (25 Minutes)

Circle time will be conducted in a large group. This time provides opportunities for children to participate, and share with the teacher as well as their peers, thoughts, ideas and skills through conversation and brainstorming. It provides teachers and opportunity to introduce and/or review cognitive concepts, encourage conversation through open ended questions. The children will engage in a focused activity and music and movement.

2:45-4:00 OUTSIDE TIME (75 Minutes)

Age appropriate activities are planned and pre-set for the children to participate in. Athletic games, climbing, movement, painting, exercise, biking, jumping and other gross motor skills are promoted, encouraged and taught. Children will learn to Share, take turns, build their strength and increase their confidence in their own abilities.

4:00-4:15 TOILETING /HAND WASHING (15 Minutes)

Children will move to restroom in a single file line. Upon arrival one gender will be allowed in the restroom at a time. The children will use restroom, flush and wash their hands using the proper hand washing methods. Teachers will supervise at all time the usage of the restroom and will monitor, teach and encourage children to maintain the minimum twenty seconds of hand washing rule. Children wearing pull-ups shall be safely and properly changed using the changing table.

4:15-6:00 GROUP TIME/ FREE CHOICE/ DEPARTURE (105 Minutes)

Children will be allowed to engage in songs, music and movement, reciting poems, acting out and listening to stories as well as games. Children will gather their jackets upon their parent/guardians arrival and any personal items that they are to take home from their cubbies. Teacher will provide a wet wipe for children to clean up to be dismissed. Teacher will greet parents and then say good bye to the child and family as they depart.