Halifax Community College Child Care Center

★★★★★
A Five Star, Nationally Accredited Program

naeyc
Accredited

Parent Handbook

"Providing a Foundation that Allows for a Lifetime of Learning"
Table of Contents

Philosophies ................................................................. Page 1
Description of Facility ...................................................... Page 2
Activities/Enrollment Procedures ........................................ Page 3
Operational Policies .......................................................... Page 4
Fees and Billing Procedures ................................................ Page 5
Illnesses/Medications/Emergency Procedure ........................ Page 6
Discipline Policy ............................................................... Page 7
Parent Involvement ........................................................... Page 8
Meal Service/Transportation ............................................... Page 9
Personal Belongings/Dress Code/Birthday Parties ................... Page 10
Family Services ............................................................... Page 11
Housekeeping and Safety Checklists .................................... Page 12
Daily Classroom Schedules ................................................ Pages 13 - 15
Staff

Director .................................  Arlene Moore
              B.A., Early Childhood Education
              32 years experience

Lead Instructor/ Assistant Director  ..................  Cynthia Walker
              B.A., Early Childhood Education
              A.A.S., Teacher Associate
              24 years experience

Lead Instructor  ................................  Mary Johnson
              M.A.ED, Early Childhood Education
              B.A., Behavioral Science
              19 years experience

Lead Instructor  .................................  Leyetta Batchelor
              A.A.S., Teacher Associate
              Eight years experience

Instructor  .......................................  Catherine Robinson
              Currently enrolled in Human Services program
              23 years experience

Instructor  ........................................  Misty Nielsen
              A.A.S., Teacher Associate
              12 years experience

Instructor  ........................................  Christina Powell
              A.A.S., Teacher Associate
              Three years experience

Food Service  .................................  Leatrice Patillo
              22 years experience

Floater  .........................................  Melissa Moseley
              B.S., Family Studies/Child Development
              12 years experience

Floater  .........................................  Robin Braxton
              CDA Credential
              21 years experience

Student Workers  ....................... Practicum students from HCC
              Early Childhood Program
              participate in an 18-week internship each semester
Welcome!

Welcome to our Center! We look forward to working with you and your child to make the HCC Child Care Center a pleasant place each and every day.

Mission Statement

The Halifax Community College Child Care Center strives to provide a safe, nurturing environment that allows our children to explore the world in which they live. We provide a foundation that allows for a lifetime of learning.

Philosophy Statement

The Halifax Community College Child Care Center is designed to meet the developmental needs of young children ages two - five. The Center provides a variety of hands-on experiences through creative art, science discoveries, motor development, language activities, sensory activities, and dramatic play. We believe children learn through their experiences with the outside world as they play. We seek to expose them to an array of positive, developmentally appropriate activities and materials, which will foster their curiosity and growth. We hope to make learning a fun experience, and believe that children learn best when allowed to explore and discover at their own rate of development. Children develop a positive self concept through a balance of self and teacher-directed activities. The staff serve as positive role models, and provide care that is supportive, nurturing, warm, and responsive to each child’s individual needs.

Philosophy of Families

The Halifax Community College Child Care Center strives to create an atmosphere of family through which all differences are not only appreciated, but are celebrated. Families are an integral component of the work we do. With families as our partners, the children in our care are afforded the benefit of a unified and knowledgeable team. The childhood experience is greatly enhanced as staff and families work together for the benefit of the child.
**Description of Facilities**

Halifax Community College Child Care Center is a non-profit organization licensed by the State of North Carolina. According to licensing provisions, the Center may accommodate a maximum of 45 preschool children. Enrollment in the Center is available to children ages 2 - 5 years. In compliance with the Civil Rights Act of 1964, no child shall be denied enrollment in the Center or be treated in a discriminatory manner while enrolled because of race, color, or national origin. However, enrollment in the Child Care Center is determined by priority. Spaces in the Center are allocated in the following order:

1st Priority: Children of HCC Students  
2nd Priority: Children of HCC Employees  
3rd Priority: Children of residents of the communities served by HCC

The Center was designed to provide the College's Early Childhood Students with experience interacting with preschool age children through an on-site facility.

Children may be enrolled on a part-time or full-time basis. Children enrolled on a full-time basis attend the Center Monday - Friday, while children enrolled on a part-time basis attend either Monday, Wednesday, and Friday or Tuesday and Thursday each week. Part-time does not mean part-day, although parents may decide for themselves whether or not they wish to use their slot purchased for a partial day of attendance.

**Purposes**

- To provide quality caregiving activities for children ages two - five who are enrolled in the Child Care Center.  
- To provide developmentally appropriate activities for children ages two - five who are enrolled in the Child Care Center.  
- To provide students in the field of Early Childhood Education with experiences interacting with preschool age children through practicum assignments.  
- To provide the communities served by Halifax Community College with a model, licensed child care facility that can be observed and emulated.

**Goals**

- To provide a safe and healthy environment for the children served.  
- To encourage the development of a positive self-image and foster independence in each child enrolled in the Child Care Center. We seek to encourage respect for self as well as for others - understanding that one must first have self-respect before she/he is able to respect others.  
- To help the child form positive relationships with adults.  
- To help the child develop good health habits.  
- To promote healthy growth and development of physical, social, emotional and cognitive skills in the children enrolled in the program.  
- To help the child experience learning and the "school experience" as fun.  
- To enhance the caregiving abilities of practicum students and afford them an opportunity to learn through hands-on experience in our program.
**Activities and Curriculum**

The Center provides a variety of hands-on experiences through creative art, science discoveries, motor development, language activities, math, field trips and special visitors. We believe children learn through their experiences with the outside world as they play. We seek to expose them to an array of positive, age-appropriate activities and materials which will foster their curiosity and growth. We hope to make learning a fun experience and believe that children learn best when allowed to explore and discover at their own rate of development. All classrooms contain the following learning/activity centers:

- Creative Art
- Blockbuilding
- Language Arts/Listening
- Science/Discovery
- Housekeeping/Dramatic Play
- Manipulative Area

In addition, activities involving sand and water play, music, and cooking are scheduled regularly.

**Enrollment Procedures**

Slots are normally not readily available and a waiting list is maintained. Parents should contact the Center Director to inquire as to the availability of slots and be placed on the waiting list. As openings become available within the Center, the Center Director refers to the waiting list to place children as prioritized above.

When space is available, the parent completes the appropriate application forms. Each child must have a completed application including permission, discipline, emergency and health forms. Health forms must be completed by a physician within 30 days prior to the date of enrollment. All other forms should be completed and turned into the Center before enrollment takes place.

Parents needing financial assistance may contact their local county's Department of Social Services or, if you are a student, contact the college's financial aid office. Funds are available for families meeting eligibility requirements. Students of the college may also be eligible for financial assistance and should see the school's Financial Aid Director to inquire as to the availability of funds and guidelines one must meet to be eligible.

Parent and child should visit the Center and have a pre-enrollment conference with the Child Care Center Director. It is usually best for parents to come in alone initially so that policies can be reviewed and questions can be asked. We recommend that parents bring in their child for a tour of the facility and an introduction to the staff. Any concerns or requests the parent may have about the Center should be discussed during the enrollment conference.

During the first week of enrollment, parents may wish to stay with their child for a brief period in the mornings. It is most helpful if parent and child can come for a visit to the Center before actual enrollment to help with the child's transition into school. We recommend doing this at a time when parent and child are able to visit for a longer period of time and can have an opportunity to participate in some of the scheduled school activities. We strongly recommend that parents plan to leave their child for short intervals during their first week of enrollment in order that the child might adjust to his/her environment. Adjustment periods vary with individual children depending on personality and previous child care arrangements.
Operational Policies

The Child Care Center is open Monday - Friday from the beginning of the Halifax Community College school year to the end of the year (12 months, year round).

The Center will be closed on any holiday designated by the school's calendar. The following holidays are normally regularly observed: Memorial Day, Labor Day, Thanksgiving Day and the day following, Christmas week, New Year's Day, Martin Luther King, Jr.'s birthday, Easter Monday, and July 4th. One Teacher Workday will be scheduled quarterly. You will be given a 30 day notice prior to each Teacher Workday. The Center will also be closed any day that the college chooses to close because of inclement weather or other conditions. If the college is on a delayed schedule due to inclement weather or other conditions, the center will operate on a delayed schedule also.

The Board of Trustees may, should it elect, cease to provide child care services at the end of an academic term and with a minimum of 30 days notice to parents.

The hours of operation at the Center are 7:30 a.m. - 5:30 p.m. No child, however, should remain at the Center for longer than nine hours. We strongly recommend no more than an eight-hour day where this is possible. Children should not arrive at school before 7:30 each morning, nor should they be left after 5:30 p.m. If a parent is late picking up a child, there will be a $10 charge for each hour (or part thereof) that the child remains at the Center past 5:30 p.m. After two late pick-ups there will be a $20 charge, and $30 will be charged for the third late pick-up. The charge will be contained in the monthly day care bill. The Center reserves the right to terminate the enrollment of a child who is picked up late four times and replace that child care spot with another child whose family can comply with the guidelines. This does not include the parent who might have an emergency once or twice and be late, but rather the parent who often leaves their child at the Center later than 5:30 p.m.
Operational Policies (contd.)

The Child Care Center serves children ages two - five years. We do not discriminate because of ability, race, color, or national origin.

According to North Carolina law, any person who has reason to believe a child is being neglected and/or abused must report his suspicions to the local Department of Social Services. The Department of Social Services makes an investigation and must report back to the reporting person within five days.

A list of substitute caregivers is kept on file in the event that not enough permanent staff can be present to maintain staff/child ratios. The list is compiled and maintained by the Center Director.

A file will be maintained on each child enrolled in the Center. The file will contain:

- Child's application forms including permission, discipline, and emergency release forms.
- Child's medical report (including immunization record).
- Record of contacts with child's parents.

These forms are available for parental inspection upon request.

Fees and Billing Procedures

Fees at the Child Care Center are determined by the Board of Trustees and are subject to change as the increased cost of operation warrants. The current monthly rates for children enrolled full-time are as follows:

$567 for children ages two - five

Monthly part-time rates are as follows:

$350 for children ages two - five attending Monday, Wednesday and Friday
$215 for children ages two - five attending Tuesday and Thursday

These tuition rates are determined on the basis of a twelve-month school year. Therefore the fees listed above are fixed for each month throughout the year (i.e., **fees remain the same regardless of any days the Center might close during a month for holidays and/or due to inclement weather or other conditions**). These rates are also charged whether or not the child is present at the Center any given day. **Make-up days and pro-rating are not allowed.**

Bills for tuition for the following month are placed in your child's cubbie around the first of each month and should be paid by the 1st of that service month. **Failure on the part of the appropriate person to pay by the tenth of the month will result in withdrawal of the child from the Center.**

If a child enrolls in the Center after the first Monday of the month, a per diem rate will be charged for each school day remaining in that month as follows:

$27 per day for children ages two - five

**Parents are required to give a two-week written notice to the Center Director when they wish to withdraw their child from the Child Care Center.** This should also be followed when wishing to move a child from full to part-time care. If there is failure to give a two-week notice, **you will be charged for the notice period, regardless of attendance.**
Illnesses / Medications / Emergencies

For the benefit of other children enrolled, please keep your child at home if he/she appears ill in the morning before you leave your home - fever, vomiting, diarrhea, sore throat, red eyes, etc. A daily health inspection of each child is made by teachers to check for any observable signs of illness. We do not accept children who are ill. When a child has been ill, he should not return to the Center until he/she has been without symptoms for at least 24 hours. If a child has had a communicable disease (i.e., chicken pox, impetigo, strep throat, head lice, measles, etc.) a doctor’s permission will be required before readmission to the Center. Please notify the Center should your child become sick with a contagious illness, so that other parents may be notified. The Department of Human Resources requires that a parent alert the Center if his/her child contracts a communicable disease (i.e., chicken pox, head lice, impetigo, pink eye, etc.) so that other parents can be notified. The Center will, in turn, notify the parents of other children enrolled in the Center that their children have been exposed to the disease. Furthermore, if any child in the Center becomes afflicted with a disease declared by the Commission for Health Services to be reported, the Child Care Center Director shall notify the director of the local Health Department.

If a child requires medication while at school, the parent or guardian must sign an authorization form for Center staff to administer the medication. The medication must be in its original container. Prescription drugs may be administered only to that person whose name the physician has prescribed it for. Staff may not exceed dosages on labels unless a statement signed by a physician is presented instructing one to do so. Medicines should be picked up and taken home when no longer being administered. Any old medications left behind by parents must be discarded appropriately. We reserve the right to refuse to administer any medication.

If your child becomes ill during the day or is injured, you will be notified by your child's teacher or the teacher supervising. If you are unavailable at the time of the emergency call or should the situation warrant immediate medical attention, the medical professional and/or hospital in closest proximity to the school will be used. Staff will consider preferences listed in the child's folder as to medical attention as well as the extent of the illness/injury and distance involved. A supervising teacher will contact emergency transportation or will provide transportation in her personal auto, if necessary. If the child's teacher will be transporting the child to emergency care, another teacher or the Center Director will notify the emergency medical facility by phone of the situation. These same staff members will also contact parents or other emergency names listed in the child's folder as to the nature of the emergency and what steps have been taken.

A first aid kit is maintained in the Center's office and on the Center's playground. For simple injuries not requiring medical attention, a supervising teacher or the Director will administer simple first aid and an incident/injury report will be completed and filed in the child's folder. The parent will receive a copy of this report. All regular staff members are certified in Basic First Aid and Infant/Child CPR. Fire drills are held on a monthly basis.

The Center conducts monthly fire drills with the children. In the case of a tornado warning the staff will move the children to room 606 on the other side of the building. In the event that the College is evacuated, staff members will transport the children to the Weldon City High School gymnasium. Parents will be notified immediately.
-discipline-policy

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this Center will practice the following discipline and behavior management policy.

We Do:
- Praise, reward, and encourage the children.
- Reason with and set limits for the children.
- Model appropriate behavior for the children.
- Modify the classroom environment to attempt to prevent problems before they occur.
- Listen to the children.
- Provide alternatives for inappropriate behavior to the children.
- Provide the children with natural and logical consequences of their behaviors.
- Treat the children as people and respect their needs, desires, and feelings.
- Ignore minor misbehaviors.
- Explain things to the children on their levels.
- Use short supervised periods of "time out".
- Try to stay consistent in our behavior management program.

We Do Not:
- Spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the child.
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
- Do not shame or punish the children when bathroom accidents occur.
- Deny food or rest as punishment.
- Relate discipline to eating, resting, or sleeping.
- Leave the children alone, unattended or without supervision.
- Allow discipline of children by children.
- Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right to, after meeting with the parents and documenting behavior problems and interventions, terminate child care services for that particular child.
**Parent Involvement**

Teachers will hold conferences with parents whenever it is deemed necessary by either party. In addition, two weeks are set aside during each school year for the designated purpose of Parent-Teacher conferences. We strongly encourage parents to participate as this allows for an uninterrupted time of teacher-parent communications which often is not possible during the day-to-day routine. Additional conferences with teachers or the Center Director may be arranged at the parent’s convenience. Should problems or questions arise, it is requested that contact first be made with the appropriate classroom teacher and then with the Center Director, if necessary.

A pre-enrollment visit to the Center is required of parents and child prior to their child’s first day of attendance at the Center. During the visit parents will tour the Center and will meet with the Director of the Center and their child’s teacher to discuss policies and procedures.

Parents may observe their child through the observation window in the hall outside their child’s classroom. Observation windows may be used anytime the windows are not being utilized by a class. The intercom outside each classroom may be used to listen to the room.

We welcome parents to have lunch with their children. We request that you let us know if you would like to have lunch no later than 9:00 a.m. on the morning you plan to eat so that preparations can be made.

Parents are welcome in the Center at all times! Please visit your child’s classroom and take note of your child’s work, as well as notices and lesson plans which are posted on our Parent Bulletin Boards located in each classroom. You will also see special bulletins and other important information posted on the front door as you exit the Center and placed in your child’s cubby.

All files kept on a child enrolled in the Center are available for viewing by his/her parents.

A newsletter compiled by the Child Care Center staff will be distributed to parents on a regular monthly basis. The newsletter will contain administrative information, a description of activities at the Center and daily menus for the upcoming month. These are normally placed in the children’s cubbies at the first of each month.

We welcome your comments, suggestions and questions at all times. We feel strongly that the very best learning environments for young children include those which have close ties between school and home. Continuity between school staff and parents as well as a basic respect of one another will build a sense of trust in each child.
**Meal Service**

Children enrolled in the Center will be served breakfast, lunch, and an afternoon snack. Menus are prepared for a one month period and are included in each month's newsletter. They are also posted in the main hallway of the Center. Occasionally, we may have to make slight changes and/or substitutions in meals. You will note these changes made on the menus placed on the Child Care Center's Parent Bulletin Board. Meals are available to all enrolled children at no separate charge, without regard to race, color, national origin or handicap. The times meals are served in the daily schedules are included at the end of this handbook. Please note that in order for your child to be served breakfast, he should arrive at the Center no later than 8:30 a.m. All children will be served breakfast at that time. The Center participates in the Child and Adult Care Food Program. Allergies are posted in the kitchen as well as in each classroom. Allergy and dietary restrictions (as noted by a physician) will be adhered to.

**Transportation**

Transportation to and from the Child Care Center is the responsibility of the parents. When your child arrives at school, it is important that you bring him/her into the Center or playground and speak to the supervising teacher so that you know we are aware of your child's arrival. When calling for your child in the afternoon, please come into the Center or playground and speak to the teacher in charge so that she may relay any necessary information to you.

You are required to have your child at the Center by 10 a.m. except in the event of necessary scheduled appointments, etc. If your child will be arriving after 10 a.m., please notify your child's teacher one day in advance. Classroom activities begin between 9 - 9:30 a.m. daily and we like for all the children to participate.
**Personal Belongings**

Each child will have a small "cubby" to retain personal belongings. Each child should provide two single sheets for his/her cot, a small "baby" pillow, a complete change of clothing appropriate for the season of year (at least two if in the process of toilet training). Please be sure that all personal items are labeled with the child's name as things occasionally get placed in an incorrect cubby. Parents are also asked to please check their child's cubby daily for art/craft work, etc., that needs to be taken home. Notes from staff are regularly left for parents in a child's cubby or taped to the front. Many of these contain important information. Newsletters are placed inside each child's cubby at the first of each month. Your help in keeping your child's cubby clear of clutter will be appreciated. Due to the small size of cubbies, we ask that you keep articles left in cubbies as small and clutter-free as possible.

*Please do not send food, gum, money, or personal items such as toys and games to school with your child.* We normally welcome a soft toy or a blanket that the child likes to sleep with during naptime. Please check with your child's teacher regarding bringing special items to tell about or share with the other children. If your child's teacher engages in a Show 'n Tell Day, please be sure that your child brings something in on the designated day only.

Parents are responsible for keeping adequate clothing available for each child and for taking soiled clothing home when necessary. Please check cubbies often to make sure your child has a change of clothes at all times.

Linens should be taken home each Friday to be laundered and returned to school the following Monday. Tuesday/Thursday children may elect to carry linens home for laundering every other Thursday.

**Dress Code**

Children should wear washable, serviceable clothes to the Center. Dress-up clothes should be saved for Sunday. It is almost impossible to keep children clean during the day. They get dirty by playing in the sand, rolling in the grass, painting, cooking, eating, etc. If a child has an appointment or dancing or other lessons, please plan to pick your child up a few minutes early and at that time change the child's clothes and dress him/her for the appointment or lesson. **Tennis shoes or other closed toe shoes should be worn to the Center.** Sandals and flip flops prevent a child from fully participating in all activities and sometimes cause tripping. The children go outside to play every day, hot and cold weather. It is usually not possible for a child to remain in the Center while his/her group is outside playing. If a child comes to the Center, he/she must be able to fully participate in all activities.

**Birthday Parties**

Parents may bring or send a birthday cake or other special treats for your child's class on his/her birthday. Birthday celebrations are normally held at 2:45 p.m. immediately after naptime during the scheduled afternoon snack. Please check with your child's teacher concerning details.
Family Services

The Department of Social Services will assist with the tuition for children of parents who qualify according to DSS guidelines. Financial assistance is also available through the college's financial aid office for those families who qualify.

The Director of the Child Care Center maintains an updated list of agencies involved in family services and will upon your request make that list available to parents or confer with them about concerns or problems that might be addressed by supportive agencies.

Agencies which we are directly involved with include the Department of Social Services, area health departments including mental health, the North Carolina Child Day Care Section and the North Carolina Department of Public Instruction.
**Housekeeping Checklist**

**Must be done daily:**

1. All floors mopped. This includes classrooms, hallway, and lounge bathroom.
2. Carpets in the classrooms vacuumed.
4. Sinks in the classroom wiped down.
5. Trash cans in classrooms, kitchen, lounge bathroom, and office emptied.
6. Trash cans and the tops to them should be wiped down inside and out.
7. Sidewalk in front of classrooms swept.
8. Check on the supply of paper towels, soap and toilet paper in the classrooms as well as the lounge bathroom and kitchen.

**Must be done weekly:**

1. Bathroom floors scrubbed. This includes corners.
2. Office vacuumed.
3. Storage room swept.
4. Glass doors cleaned.

**Must be done every six months:**

1. Floors stripped and waxed.
2. Air vents cleaned with a vacuum.
3. Carpets shampooed.

**Safety Checklist**

1. Outlet plugs must be covered at **ALL** times unless you are actually using it.
2. **NEVER** leave cleaning solutions out. This includes placing them on top of the cubbies or in the large trashcan while you are doing something else.
3. **NEVER** leave the mop or mop bucket out unless you are using it. This includes leaving it in the room while you vacuum even if the children are not in the room at the time.
4. The janitor’s closet must be kept locked at **ALL** times.
5. Trash bags are not allowed in the hallways. After emptying the trash can, the bags must be placed out of reach immediately.
6. If there has been an outbreak of lice in the center, the vacuum cleaner bag must be changed after **EACH** room.

**For Classroom Teachers**

1. Toys are to be cleaned in a Clorox and water solution a minimum of three times a week. Toys that a child has placed in their mouths are to be removed from the play area immediately to be cleaned at an appropriate time.
2. Floors are to be swept after each meal.
3. Tables and chairs are to be cleaned after each meal and after each art activity.
4. Spills are to be cleaned up immediately.
5. Newspaper is to be used on the easel and tables for painting activities.
6. Children will wear smocks for painting and water table activities.
Daily Schedule

Two-Year-Old Class

7:30 - 8:15 a.m.  Arrival / Health check / Free choice time
8:15 - 8:45 a.m.  Breakfast
8:45 - 9 a.m.  Toileting
9 - 10:15 a.m.  Free choice time
10:15 - 10:30 a.m.  Toileting/Clean-up
10:30 - 11 a.m.  Outdoor play or vigorous indoor play
11 - 11:15 a.m.  Toileting
11:15 - 11:30 a.m.  Preparation for lunch
11:30 - Noon  Lunch
Noon - 12:30 p.m.  Toileting/Preparation for nap
12:30 - 2:30 p.m.  Nap Time
2:30 - 3 p.m.  Toileting/Snack time
3 - 3:15 p.m.  Small group activities
3:15 - 3:45 p.m.  Free choice time
3:45 - 4 p.m.  Toileting/Clean-up
4 - 4:20 p.m.  Outdoor play or vigorous indoor play
4:20 - 5:30 p.m.  Free choice time
Daily Schedule

Three-Year-Old Class

7:30 - 8:15 a.m.  Arrival / Health check / Free choice time
8:15 - 8:45 a.m.  Breakfast/Toothbrushing
8:45 - 9 a.m.  Toileting
9 - 9:50 a.m.  Free choice time
9:50 - 10 a.m.  Toileting/Clean-up
10 - 10:15 a.m.  CircleTime
- action songs  - singing time  - fingerplays
- hello songs  - concept games  - story
10:15 - 10:50 a.m.  Free choice time
10:50 - 11 a.m.  Toileting/Clean-up
11 - 11:30 a.m.  Outdoor play
11:30 - 11:45 a.m.  Toileting/Preparation for lunch
11:45 a.m. - 12:15 p.m.  Lunch
12:15 - 12:30 p.m.  Toileting/Preparation for nap
12:30 - 2:30 p.m.  Nap Time
2:30 - 3 p.m.  Toileting/Snack
3 - 3:30 p.m.  Small group activities (5 - 8 children per group)
3:30 - 4 p.m.  Free choice time
4 - 4:15 p.m.  Toileting/Clean-up
4:15 - 5 p.m.  Outdoor play
5 - 5:30 p.m.  Free choice time
# Daily Schedule

## Four and Five-Year-Old Class

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 - 8:15 a.m.</td>
<td>Arrival / Health check / Free choice time</td>
</tr>
<tr>
<td>8:15 - 8:45 a.m.</td>
<td>Breakfast/Toothbrushing</td>
</tr>
<tr>
<td>8:45 - 9 a.m.</td>
<td>Toileting</td>
</tr>
<tr>
<td>9 - 10 a.m.</td>
<td>Free choice time</td>
</tr>
<tr>
<td>10 - 10:15 a.m.</td>
<td>Clean-up</td>
</tr>
<tr>
<td>10:15 - 10:30 a.m.</td>
<td>Group Time</td>
</tr>
<tr>
<td>10:30 - 11 a.m.</td>
<td>Free choice time</td>
</tr>
<tr>
<td>11 - 11:10 a.m.</td>
<td>Toileting/Clean-up</td>
</tr>
<tr>
<td>11:10 - 11:55 a.m.</td>
<td>Outdoor play</td>
</tr>
<tr>
<td>11:55 a.m. - Noon</td>
<td>Washing hands/Preparation for lunch</td>
</tr>
<tr>
<td>Noon - 12:30 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30 - 12:45 p.m.</td>
<td>Toileting/Preparation for nap</td>
</tr>
<tr>
<td>12:45 - 2:30 p.m.</td>
<td>Nap Time</td>
</tr>
<tr>
<td>2:30 - 3 p.m.</td>
<td>Toileting/ Snack</td>
</tr>
<tr>
<td>3 - 3:30 p.m.</td>
<td>Small group activities (5 - 8 children per group)</td>
</tr>
<tr>
<td>3:30 - 4 p.m.</td>
<td>Free choice time</td>
</tr>
<tr>
<td>4 - 4:14 p.m.</td>
<td>Toileting/Clean-up</td>
</tr>
<tr>
<td>4:15 - 5 p.m.</td>
<td>Outdoor play</td>
</tr>
<tr>
<td>5 - 5:30 p.m.</td>
<td>Free choice time</td>
</tr>
</tbody>
</table>