

BLUEBERRY PLAYSCHOOL ASSOCIATION

# PARENT HANDBOOK

Revised June 2024



# WELCOME TO BLUEBERRY PLAYSCHOOL ASSOCIATION

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Our Playschool is a non-profit co-operative program for 3-5 year olds that has been around since the early 80's. We are governed by an Executive committee of **volunteer** parents who are responsible for the overall operations of the Playschool. This Executive committee is voted in at the Annual General Meeting each Fall. The Executive positions include:

- President
- Vice-President
- Secretary
- Treasurer
- Casino Coordinator
- Fundraising Coordinator
- Parent at Large
- Second Parent at Large (if required)

This is a parent volunteer based school therefore it requires parent participation. Your involvement is the primary reason we are able to operate. Before enrolling your child, please make sure you are able and willing to commit.

## BLUEBERRY PLAYSCHOOL QUALITY STATEMENT

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Parent evaluations, current research and years of experience in delivering Playschool programs have helped to define our Quality Checklist:

- Children are happy and involved
- Staff have a caring attitude
- The facility, equipment and toys are accessible, clean and safe
- Small groups of children participate in stimulating activities with educators
- Parent-Educator communication is promoted and parents feel welcome in the facility
- Sufficient play materials are available
- Outdoor play activities take place in a well maintained play area
- Staff are good role models and have appropriate training

## PHILOSOPHY AND GOALS

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Our goal at Blueberry Playschool is to create a safe environment which allows children to learn and grow. We believe each child is unique in the way they learn, and we want to create an environment that will help them be successful. Our playschool will start preparing your child with the readiness skills needed for kindergarten. Our teachers will develop skills such as following directions, taking turns, social skills, building independence and starting the foundations of numeracy and literacy concepts. We will help build these concepts through play. We believe play based activities are the best for children, whether they are open ended activities or teacher led.

### *Program Planning Policy*

Planning is administered daily by the Playschool teacher. Large and small group activities are planned and children are given the opportunity to take part either independently or with guidance from a teacher or parent volunteer. The teacher is given protected planning time, which will be recorded on their timesheet.

# TERMS OF PLAYSCHOOL

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The Playschool will operate on the same calendar days as the Parkland School Division. As such there will be no Playschool classes:

- School holidays
- PD days
- Spring break, Fall break, etc.

## PROGRAMS

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Enrollment is limited to 20 students per class (combined 3 year old and 4 year old class). Children are accepted on a first come/first serve basis. Each registration form will be numbered in sequence.

### *Three Year Old Program*

The three year old program is held on:

- Monday and Wednesday mornings from 8:15am to 11:15am
- Monday and Wednesday afternoons from 12:15pm-3:15pm
- **MONDAY/WEDNESDAY PM CLASS WILL ONLY RUN ONLY IF THE AM CLASS HAS 14 CHILDREN ENROLLED**
- **CLASSES WILL ONLY RUN IF THERE IS A MINIMUM OF 6 CHILDREN ENROLLED**

Children must meet the following criteria to attend Blueberry Playschool:

- Children must be three years old before September 1<sup>st</sup> at the start of the school year
- Children must be toilet trained during the day (**NO PULL UPS**)
- Children must know their name
- Children must be able to communicate in English

### *Four Year Old Program*

The four year old program is held on:

- Monday, Wednesday and Friday mornings from 8:15am to 11:15am
- Monday and Wednesday afternoons from 12:15pm-3:15pm
- **MONDAY/WEDNESDAY/FRIDAY PM CLASS WILL ONLY RUN IF THE AM CLASS HAS 14 children enrolled**
- **CLASSES WILL ONLY RUN IF THERE IS A MINIMUM OF 6 CHILDREN ENROLLED**

Children must meet the following criteria to attend Blueberry Playschool:

- Children must be four years old by the last day of December in the school year
- Children must be toilet trained during the day (**NO PULL UPS**)
- Children must know their name
- Children must be able to communicate in English

**Please note: Three year old and four year old classes will be combined.**

# REGISTRATION AND FEES

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## *Registration Start Dates and Deadlines*

Registration for families with a child currently registered in Blueberry Playschool will be able to register for the 2024/2025 school year beginning **JANUARY 22**.

All new families to Blueberry Playschool will be able to register for the 2024/2025 school year beginning January 22, 2024.

Registration deadline for the 2024/2025 school year (September – June) is **September 9, 2024**. Registrations received after this date (ie. mid-year) will be reviewed by the Executive Board and Teacher, and will be considered on a case-by-case basis.

## *Fees and Payments*

Please see our registration form for a detailed outline of the fees. All fees and deposits can be paid by cash, cheque or e-transfer. Cheques are to be made out to **Blueberry Playschool Association** and e-transfers can be sent to **treasurer@blueberryplayschoolassociation.com**.

Registration fees and deposit cheques are due at the **Annual General Meeting Sept 9, 2024** in full or can be paid in installments on 2 separate dates. Please refer to the **Installment Payment Schedule** if you choose to pay the fees in installments.

Families wishing to attend Blueberry Playschool are no longer required to purchase a Blueberry Community League Membership.

\*See Family Policy when registering more than one child.

## *NSF Cheque Policy*

A phone call will be made to the family as soon as the treasurer receives notification of the cheque not clearing the bank. Replacement payments are to be made in cash and must include the amount outstanding plus reimbursement for any fees that were incurred by the playschool.

If the fees are not received after 7 days, a letter from the President will be sent to the family stating that the family has 7 days to provide full payment in cash or the child will be withdrawn from school.

## *Refund Policy*

Blueberry Playschool Bylaws stipulate that no refunds will be made in the event of a child's withdrawal from Playschool with the following exceptions:

- Reasons of health (doctor's certificate required)
- Moving to another area
- The unanimous recommendation of the Executive

Notwithstanding the above, in no case will more than 80% of the total fees for a term excluding deposits, be refunded and in no case will any money be refunded if the withdrawal occurs in the final third of a term.

If the child is withdrawn from playschool any time prior to government agencies closing the playschool (ie. due to a health crisis), a doctor's note must be produced to the Executive committee for review and approval in order to be

eligible for a refund. If approved, the amount of the refund will be determined by the Executive committee. If a doctor's note is not produced, no refund will be given.

## FIELD TRIPS

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Off-site excursions are an important part of our programming as they provide children with the opportunity to take an active role in differing areas of our community. Suitable opportunities are identified based upon the community in which the facility is located and the children's interests. As with other aspects of the planning process, suggestions will be gathered in a variety of ways including but not limited to, observations, group discussions, child surveys and suggestion boxes.

Throughout the year we take trips to special places of interest. A permission form will be available in advance of the excursion informing you of the destination, time and date, and requiring your signature. The permission form must be completed to ensure your child's participation. Parents may be asked to pay for the admission of the child. You are always welcome to join us at these times (if you have submitted a Criminal Record Check to the teacher). We ensure that additional staff/volunteers, (above the required ratio) accompany the group on field trips, written procedures outlining responsibilities are reviewed with volunteers and educators prior to trip. Safety rules are reviewed with children and their chaperones prior to each field trip. Children are transported by child's parent or guardian. Educators prepare children for outings by explaining where they are going, what will happen, who they will see and who they will listen to.

We encourage parent volunteers on all field trips. All parent volunteers will have to provide a Police Security Clearance prior to working with the children. Sign-up sheets will be provided on the "Parent Board" prior to field trip.

**Due to insurance regulations, we cannot allow siblings to attend field trips.**

Children should be dressed appropriately for these occasions.

Children and parent volunteers must arrive at the field trip location 15 minutes prior to scheduled start time. This allows time for the Teacher to take attendance and organize children into groups. Blueberry Playschool does not provide transportation for any field trips.

**There is NO SMOKING OR VAPING OF ANY SUBSTANCE permitted when on field trips or other outings with the school.**

## PARENT PARTICIPATION AND FEEDBACK

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Blueberry Playschool will provide parents with the opportunity to offer their feedback regarding the program in a variety of ways:

- Conversation with Teacher
- Parent at Large
- Parent Board Meeting
- Invitations to the Blueberry Playschool AGM

## PARENT RESPONSIBILITIES AND EXPECTATIONS

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### *Criminal Record Checks*

We require a Criminal Record Check for all parent volunteers. This clause applies to all Playschools within the Parkland County jurisdiction. Due to this clause, the Playschool Executive Board requests that any parent or responsible adult

volunteer have a criminal record check completed by the local police/RCMP detachment prior to the first day of school. Criminal record check forms will be available from the Executive Board and will be sent to parents in the Welcome Package. Forms will also be available at the Annual General Meeting. A Criminal Record Check takes 2 weeks from the application date to be completed. All Criminal Record Checks must be “negative” or must be accompanied with fingerprinting documents to explain the results (ex. DUI).

Criminal Record Check submission deadline is: **September 9, 2024.**

**If no record check is submitted by the deadline (unless otherwise directed by the Executive) your child will not be allowed to attend Playschool and fees will be refunded as per our refund policy.**

For families registered after September 9, 2024, criminal record checks are due by the first parent helper day or 30 days after start date, whichever comes first.

**If no record check is submitted within 30 days of start date (unless otherwise directed by the Executive Board) your child will not be allowed to attend Playschool and fees will be refunded as per our refund policy.**

### *Siblings Policy*

As per our Social Service License and Insurance Policy, no other children are allowed in Playschool other than those registered. Therefore, younger or older siblings are not allowed on parent helper days or field trips.

### *Family Policy*

A family registering two children will only need to fulfill half of the fundraising requirements for the second child.

### *Social Media Policy*

Various forms of Social Media are becoming an increasingly popular form of communication in our society. To ensure the safety of our Educators and the children and families in our program, the following guidelines are in place:

- Teachers and parents are not permitted to upload any pictures containing children who currently or previously attended Blueberry Playschool to any social media site, unless they are pictures of **your child only**
- Teachers and Parent Helpers are not permitted to use any child’s name in any posting or status update.
- Teachers and Parent Helpers are not permitted to publicly discuss any situations that may have occurred at the Blueberry Playschool, which may implicate a specific child.
- The above guidelines apply to all Social Media sites as listed at [http://en.wikipedia.org/wiki/List\\_of\\_social\\_networking\\_websites](http://en.wikipedia.org/wiki/List_of_social_networking_websites)

### *Zero Tolerance of Abuse Policy*

The teacher, parents, and students of Blueberry Playschool must be treated in a respectful and professional manner. Any abuse, whether it be verbal, physical, or emotional, by a parent or student will be brought to the Executive Board for immediate action which may include students’ dismissal from the Playschool.

### *Parent Helper Policy*

Blueberry Playschool is excited to employ two teachers for the 2024/2025 school year! This means that a parent helper is not required in order for the playschool to operate. However, having a parent attend the playschool is always exciting for your child and therefore the playschool will continue to create a schedule of days when parents can attend, if able, that will coincide with when your child is “Star of the Day”.

In the event that there is only one teacher available due to pre-scheduled absence, illness or other reason, a parent helper **will be required** to operate and the following policy will apply.

As per our "Siblings Policy", siblings **WILL NOT** be allowed to accompany the parent on their helper days.

There is also **NO SMOKING** allowed when on field trips or other outings with the school.

As per our "Criminal Record Check Policy", all volunteers interacting with the children must have a current criminal record check completed prior to their helper days.

### *Toy Cleaning Day Policy*

All parents are required to participate in "Toy Cleaning Days" throughout the school year. Dates will be assigned to each family. As the playschool is run by volunteers, we truly need the help of all parents involved! The classroom and toys must be washed.

Once this duty has been fulfilled, your \$100.00 Toy Cleaning deposit will be returned to you.

Thank you in advance for keeping Blueberry Playschool a clean and well cared for place for our children.

\*Parents who volunteer for and fill positions on the Executive Board DO NOT have to sign up for Toy Cleaning Days.

### *Parent's Responsibilities*

1. Adhere to **ALL** policies outlined in the Parent Handbook.
2. Provide transportation for your child to and from playschool.
  - a. **Dropoff is at 8:15 am and pick up is at 11:15am in the am or 12:15pm and 3:15pm in for the pm class.**
  - b. **PLEASE DROP OFF AND PICK UP YOUR CHILD ON TIME AS IT DOES DISRUPT THE CLASS IF STUDENTS ARE ARRIVING LATE OR LEAVING EARLY. IF YOU ARE MORE THAN 10 MINUTES LATE TO PICK UP YOUR CHILD YOU WILL BE CHARGED A DOLLAR PER MINUTE YOU ARE LATE.**
3. Do not allow your child to bring toys to class unless it is their Show & Share day.
4. Provide your child with a light healthy snack. A full lunch is not necessary.
5. Dress your child in comfortable play clothes and runners (preferably slip-ons/please no slippers). For safety, children and adults must wear indoor shoes. All outdoor footwear must be removed at the entrance at the top of the stairs - this helps cut down on cleaning costs. You are welcome to leave your child's indoor shoes at school between classes in their assigned cubby.
6. Please dress your child appropriately for outdoor play as we do go outside daily, weather depending.
7. Supply your child with a backpack or bag to bring home their artwork and crafts. This bag should be clearly labeled with your child's name.
8. Keep an extra set of clothes in your child's backpack for emergencies.
9. Participate in mandatory and voluntary fundraising activities.
10. There is no smoking or vaping of any substance in the hall or playschool.

## FUNDRAISING

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Blueberry Playschool is a non-profit organization and is governed by an Executive Board, elected at the Annual General Meeting, that is accountable for the financial operation of the Playschool. Fundraising is an important and necessary component to ensure the continued success of the Playschool.

Our main sources of fundraising are Casinos, Raffles and organized Events that require participation by every family registered in Playschool. Playschool families are NOT required to work Bingos!

Each family will have one \$200 Fundraising payment deposited at the beginning of the school year (September 9, 2024).

A casino will be set for the 2024/2025 school year. All Playschool families registered at this time will be required to work this Casino.

The Santa Breakfast event is scheduled for **NOVEMBER 30, 2024**. All families are required to participate to make this event a success. There will be an additional Fundraising event in the 2025 term or additional fundraisers throughout the year as determined by the Executive Board. Participation in these events will determine if your January 15, 2025 Fundraising deposit will be cashed or returned.

\*See Family Policy when registering more than one child.

## RELEASING CHILD TO A PERSON NOT FAMILIAR TO THE EDUCATOR

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The Teacher in charge with the care of children at dismissal time is responsible to ensure that the person asking to take the child is identified on the "Permission to Release" portion of the child's registration form. **NO EXCEPTIONS WILL BE MADE.**

The Teacher must request to see photo identification to verify the identity of the person and pay special attention to the circumstance instructions on the child's emergency information. The Teacher will only accept pick-up instructions from parents/guardians or emergency contacts on registration form.

This person must sign the child in and out of playschool.

**PLEASE NOTE:** If you or your designate cannot pick up your child, but someone else is, you must phone or contact the Teacher with the name and description of the individual who will be picking up your child. This individual will be asked to provide identification before your child will be released into their custody. If the Teacher has any concerns about releasing your child to this person, he or she will be denied and will continue to call the parent/guardian and any other emergency numbers provided.

## CANCELLATION OF PLAYSCHOOL

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If Playschool should be canceled due to teacher absence or poor weather conditions, parents will be notified no less than 1 hour prior to the start of Playschool.

### *Weather Policy*

Our weather policy is that we will not go outside when it is:

- -15°C with the wind chill or colder
- +32°C or warmer
- the wind is 30 km/h or greater
- heavy rain

If Parkland School Division decides to cancel buses due to the weather/road conditions, the Playschool will close.

If there are travel advisories, blizzard conditions and/or heavy snowfall warnings, the parent is to use his/her discretion about bringing their child to Playschool.

**As these are your children, please use your discretion when weather is cold and/or bad.**



## MEDICAL POLICY

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Our teacher is neither trained nor equipped to handle children who have an intellectual disability or suffered serious emotional problems or those with certain physical disabilities or medical conditions.

- If your child has health problems, please discuss this with the teacher before registering.
- If your child requires emergency medication or special care, a parent or aide may be required to attend with the child.

Under these circumstances, it may be necessary for you to provide the Playschool with a signed “Waiver of Responsibility” absolving the staff and parent helpers from legal responsibility. At no time will medication be administered during school hours, except for life-threatening and/or first aid purposes. (Examples would be bronchodilator(s), Epi-pens/antihistamines.) In order for such medications to be administered, the parent/guardian must:

- Provide written consent for the medication to be administered.
- Ensure the medication is in original labeled containers.
- Ensure the medication is administered according to the labeled directions by providing detailed written instructions for treatment by completing a Medication Administration Record to be filled in the classroom.

## IMMUNIZATION POLICY

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Blueberry Playschool Association is required to be knowledgeable of all current student’s AHS approved immunization status. If deemed appropriate, Blueberry Playschool Association may request an up-to-date copy of each child’s immunization record.

### Procedure:

1. Upon registration, the Playschool will ask parents to indicate if the child has an up to date AHS approved immunization record.
2. If a parent has decided not to have their child immunized, the following procedures apply:
  - The parent will sign and date the form located in the registration package stating that they have chosen not to immunize their child including the reason (ie: medical, religious or personal)
  - If an outbreak occurs, the parent will be asked to remove the non-immunized child from the playschool until it has been determined that the child’s health is no longer at risk.
3. Should a field trip be scheduled in a reported outbreak area, said field trip will be canceled or postponed if possible.

## SICK POLICY

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Please **DO NOT** send your child to Playschool is they are not feeling well (i.e. vomiting, diarrhea, fever, coughing). If the illness is contagious, **your child must remain at home**. It is better for them and it is also a safeguard for the other children. We **DO NOT** want children being sent to playschool with any flu-like symptoms.

Blueberry Playschool abides by the following procedures:

**A child should not attend Playschool when:**

**A child may return to Playschool when:**

He/she has a fever of 100 degrees (38C) <i>Temperature will be taken at center by using an underarm thermometer or an ear thermometer</i>	His/her fever has remained below 100 degrees (38C) for 24 hours without medication
He/she has consecutive bouts of Diarrhea	Symptom free for 24 hours
He/she has skin infections, undiagnosed rash, or signs of any contagious disease	He/she has been examined by a Doctor and has received medical clearance
He/she has any form of untreated infestation (i.e. scabies, head lice etc.)	He/she has been treated and there are no nits visible
Conjunctivitis (pink eye)	He/she has seen a Doctor and 24 hours after first eye drops have been given
Vomiting	Symptom free for 24 hours
New or unexplained cough	Symptom free for 24 hours
He/ She requires greater care and attention to be provided that will compromise the care of the other children in the program	Symptom free for 24 hours or a physician note
Having or displaying any other illness or symptom the Educator knows or believes may indicate that the child poses a Health Risk to persons on the program premises	Written notice from a Physician claiming the child does not pose a Health Risk to persons on the program premise
Has difficulty breathing	Symptom free for 24 hours
Communicable Disease	Doctors note is required

It is important to note that parents play a role in preventing the spread of diseases. We ask our parents to abide by the following rules:

- When a child shows signs of sickness at home, it is the parents' responsibility to find out what the illness is and to keep the child at home, or make other arrangements if the child's condition is infectious. If a child cannot take part in an activity because of illness, they should not come to the Playschool that day.
- If a child comes to the Playschool ill, the teacher will kindly ask the parent to take the child home.
- The Blueberry Playschool requires a doctor's note to be presented upon the child's return to the playschool after having a contagious disease.

## BEHAVIOUR MANAGEMENT

Children are guided in a positive manner at a level that is appropriate to the child's age and development in order to promote self-discipline, ensure health and safety, respect the rights of others, and maintain equipment. Disciplinary action taken must be reasonable in the circumstances. All forms of corporal punishment will not be permitted.

The following methods of behavior management will be used:

- **Redirection:** Guiding children into an acceptable option when engaged in an unacceptable activity
- **Logical and Natural Consequences:** Children are encouraged to be involved in the planning of how they can fix the problem. Consequence should provide opportunity for skill development
- **Limit Setting:** Educators and children develop boundaries in accordance to each situation
- **Modeling:** Educators demonstrate a consistent behavior that they expect of children
- **Provide Choice:** Appropriate choices are outlined and children are encouraged to make decisions for themselves
- **Anticipate a Problem:** The environment, program routines, and transitions are planned to support predictable challenges that children may encounter
- **Emphasize Positive Behavior:** Educators recognize and communicate to children when they see a positive behavior, the behavior is named and identified to support children's learning and positive self-image
- **Positive Reinforcement:** Educators pay attention to make positive behavior more rewarding than negative behavior

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## CHILD GUIDANCE POLICY

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Blueberry Playschool is committed to helping children grow to their fullest potential in a safe, caring and nurturing environment. The intent of this policy is to provide opportunities for children to practice independence, autonomy, personal choice, empathy towards others and a sense of responsibility for their actions.

All child disciplinary action taken is to be reasonable in the circumstances. The Teacher will not inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation. They will not deny or threaten to deny any basic necessity, or use or permit the use of any form of physical restraint, confinement or isolation.

Blueberry Playschool Teacher and volunteers are committed to:

- Recognize and accept each child's individuality and developmental level
- Establish feelings of trust, honesty and security
- Enhance feelings of mutual respect, acceptance and caring among children and adults
- Make children feel valued
- Encourage positive social interactions through small group experiences
- Provide children with the opportunity to select, plan and organize their own experiences as much as possible
- Encourage socially acceptable behaviors such as; cooperation, respect and conflict resolution
- Recognize the need to set and re-define age appropriate expectations and boundaries

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## BEHAVIOUR CHALLENGES

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If a child has a behaviour challenge throughout the day, parents will receive both a verbal and written update of the incident. Should there be a series of incidents within a short time frame, the teacher and Executive Board President will meet with the parents to create a plan of action to allow the child to participate successfully in the program. If after an action plan is in place, the child's behaviour continues to prevent them from fully participating in the program, and the teacher determines that we have done all we can to support the family, termination of services will occur. Withdrawal notification will be provided by the President of the Executive Board with a list of some alternate agencies that may be able to support the family.

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## ACCIDENT AND INCIDENT REPORTING

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### **Accident Reporting:**

Parents need to know about specific incidents or accidents. Parents will be notified immediately in the case of an emergency.

- The teacher will have at all times a copy of the family's emergency contact information.
- The child will receive medical attention if necessary in the case of an accident or serious illness involving a child

Accidents of a less severe manner must be documented on Accident/ Incident reporting form. Information should be documented with language describing what was seen or reported by victim or bystanders and what action was taken.

### **Incident Reporting:**

Freedom of Information requires that no specific information about another child be shared.

*Example:* Another child hit Johnny on his back. The other child's name cannot be mentioned.

Blueberry Playschool Association is required to immediately report any incident listed below that occurs while a child is attending the program or any other incident that occurs while a child is attending the program that may seriously affect the health or safety of the child. An initial report may be made by telephone to the local Child and Family Services Authority licensing office. Within 2 days of the incident's occurrence, an Incident Report form must be completed and submitted to the local licensing office. Copies of the form are available at [www.child.alberta.ca/childcare](http://www.child.alberta.ca/childcare).

The following incidents must be reported:

- An emergency evacuation
- Unexpected program closure
- An intruder on the premises
- A serious illness or injury to the child that requires emergency healthcare or an overnight stay in hospital
- An error on administration of medication by a programs staff
- Death of a child
- Lost child
- A child removed from the program by a non-custodial parent/guardian
- An allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer
- A child left on the premises outside the program hours

With all accidents/incidents/illnesses that are serious or critical, licensing will be contacted within 24 hours by e-mail, fax, or phone and the official licensing incident reporting form CDEV 4029 will be completed and submitted to licensing within 2 days. Staff is expected to be involved in all investigations. Annually, all incidents are recorded on the Incident Reporting Annual Summary and Analysis Reporting form CDEV0001 and submitted to licensing once every 12 months.

**More detailed information on all enclosed Policies and Guidelines can be found in the Blueberry Playschool Policies and Procedures Handbook and the Blueberry Playschool Health and Safety Policies and Procedures located in the Playschool. These are available to anyone at any time.**

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**THE BEST CONTRIBUTION A PARENT CAN MAKE IS TO GET INVOLVED!!**

**The Executive Board and Teacher are always ready to answer questions and to assist you with problems you may be having. Communication is the key to a happy Playschool. Please remember that this is a non-profit Playschool run by parent volunteers. Without your help, Blueberry Playschool cannot run!**

# MONTHLY THEME EXAMPLES & PROGRAM ROUTINES

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## *Monthly Themes*

September – All About Me, Fall

October – Thanksgiving, Halloween

November – Ocean Life, Winter

December – Christmas

January – Fire Safety, Community Helpers

February – Valentine’s Day, Transportation

March – St. Patrick’s Day, Easter

April – Spring, Outer Space

May – Mother’s Day, Dinosaurs

June – Bugs, Reptiles

## *Program Routine*

**8:15/12:15** – Teacher greets each child and parent, children put snacks in cubbies, and children say good-bye to parents. Children have a short time of free play while we wait for everyone to arrive.

**8:20/12:20** – Circle Time: attendance, calendar routine (month, day, etc.), learn about our theme and craft/activity for the day

**8:45/12:45** – Gross motor break

**9:15/1:15** – table activity

**9:45/1:45** – Snack Time

**10:15/2:15** –Gross motor break

**10:45/2:45** – table activity

**11:15/3:15** – Class time ends