



# ***Steps 2 The Future Childcare***

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## **Parent Handbook**

**Steps To the Future Daycare is proud to be licensed by  
the State of Illinois**



## **Welcome to Steps To The Future Daycare!**

We are delighted that you have chosen our center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

The *Parent Handbook* has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at Steps To The Future would be glad to address any of your questions or concerns. Once again, welcome!

### **Our Philosophy**

#### ***We believe...***

- Children are precious and must receive care from adults who are capable and caring--whose values enable them to be excellent role models.
- Children should experience numerous positive learning milestones, leading to an increased sense of competence and independence.
- Children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.
- Teachers, drawing upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental level to another.

### *Cultural Competence and Accountability*

Cultural competence is the basic understanding of our own culture and ethnicity, a willingness to learn about the cultural practices and worldviews of others, maintaining a positive attitude toward cultural differences, and a willingness to accept and respect these differences. The purpose of this plan is to bring awareness to any unconscious biases we (as a community of teachers and learners) may have; and to be accepting of knowledge about different cultures and how culture impacts management style, problem-solving, asking for help, learning, etc. It is important for children, families, and teachers to have an awareness, positive attitude, willingness to learn, and skills to communicate with everyone.

While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment using an Anti-Bias curriculum that supports each child's uniqueness, home culture and heritage, and beliefs.

One of the most important things that we can do to teach our children about diversity is through role modeling that **all people** are treated with kindness and respect. While it is impossible to list all the things we do to encourage diversity, listed below are some of the ways we incorporate diversity into our curriculum at STTF:

- Our CHILD ENROLLMENT application encourages families to share their home traditions with us.
- Each classroom invites students to bring in a picture board to hang in the classroom highlighting family, traditions, and likes/dislikes.
- We collaborate with Illinois Action for Children and the Illinois Department of Children and Family Services to ensure that families can receive tuition assistance and participate in a high-quality, preschool program.
- We encourage families and members of our community, through newsletters and announcements, to visit with us throughout the year, not just on special occasions, and share their traditions and customs.
- Our teachers incorporate props and materials into the different learning environments that reflect diversity in the above-mentioned areas.

### *Special Needs Statement of Support*

Upon enrollment, each family is asked to complete an Ages and Stages Assessment. This, along with an assessment by our early childhood professionals, is a good indicator if there is a developmental area of concern. Throughout the year each family has the opportunity to meet with their child(ren)'s teachers to review developmental assessments and set individual goals. The purpose of this Special Needs Statement of Support is if there is an area of developmental concern then a plan is created to support the child(ren) and their family. The earlier an area of concern is identified the better chance that child has to reach that developmental goal prior to going off to an elementary school setting. STTF works with families, outside agencies, and school special education departments to advocate for the child(ren) and their needs.

## Enrollment and Tuition

Children between the ages of 15 months and twelve years are eligible for enrollment at Steps To The Future. Children may attend the center for a 10-hour block between 6:00 a.m. and 6:00 p.m., Monday through Friday. We also offer extended hours until 12 AM.

Documents to be completed and returned before enrollment are:

- *Child Enrollment Form*
- *Birth Certificate*
- *Medical Insurance Card*
- *Physical Record (TB+Lead Testing+ Immunizations)*
- *Dental Record*
- *Last 2 Check Stubs*
- *School Schedule (if applicable)*
- *CCAP application*

A registration fee of \$50 per child is due once the director has assigned a start date. This is a one-time, non-refundable charge due on or before the first day of attendance. This is deducted from your child's activity fee. If a child is withdrawn and then re-enrolls more than 30 days later, a second enrollment fee will be expected. There is a \$250 activity fee due yearly that will be used to cover extracurricular activities such as field trips, events, and summer activities held by the school. STTF will host fundraisers throughout the year to assist each family in achieving their goal. It is the parent's responsibility to ensure that their child's fee is paid in order to participate in activities/events.

*Tuition is based on 51 weeks.*

*\*Families with subsidized tuition must complete a Child Care Assistance Program application and have a copay letter on file. If your tuition copay is not paid by the 5<sup>th</sup> of the month, a late fee will be assessed to your account*

## School-age Tuition

STTF is proud to offer before and after-school care for school-aged children. School Age is defined as a child enrolled/ or attending Kindergarten and up. Tuition is \$175/ week even if the child only attends just before school or just after.

## Fees

A \$15 fee is charged for late tuition payments on the 5<sup>th</sup> of the month. Special payment arrangements may be made in advance with the director.

Any child who is in our care for more than 10 hours in one day will be charged an additional \$25 for an extended care fee.

When the child is 33 months, we will begin potty training. We expect the child's family is cooperative and supportive during this time. There will be a \$25 toilet training fee assessed weekly for children 3 years and older until the child is fully potty trained.

A two-week notice is required for any schedule or enrollment change. The first schedule or payment change is free.

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a week including a holiday. STTF will offer 2 vacation weeks per year to private pay families on tuition.

After extensive research, we have found our policy to be consistent with other schools and child daycare centers. Because our costs remain the same throughout the year, we rely on the specified tuition to be paid each week in order to successfully operate the center.

Parents who are receiving DHS childcare assistance must pay an agreed rate until the authorizing paperwork is delivered to us for DHS billing. Upon our receipt of DHS payment, your account will be credited towards the following month. You are responsible to directly pay us your DHS co-pay each month.

### Withdrawal & Dismissal Policy

**A two-week notice is required before withdrawing a child from our center. Account must be paid in full before withdrawing—including your child's tuition for that two-week period.**

The director at STTF reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Child has special needs that we cannot adequately meet with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired or non-immunization and/or physical.

### MyProcure

Your child's records are located at a secure site on Myprocare.com. The best way to access this link is from the QR code posted in the lobby. Parents are encouraged to check their child's site frequently to view tuition status. **It is the parent's responsibility to check MyPro-care.com for their current tuition amount.** Contact the office to receive your *Welcome Letter*. You will log on to MyProcure.com to receive your confirmation code and login information. Parents without an Internet connection will receive "hard copies" of tuition statements and center communications. Inform the office if you need to be placed on our *Parent Print-Out List*.

### Communication

Proper communication between our parents and the teachers and staff of STTF is extremely important. Teachers will be sending home information on a regular basis. Toddler parents will receive daily reports. You are welcome to call to arrange a meeting with your child's teacher--even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the center director. Each child is provided with a mailbox and/or cubby. Please check these daily for notes, newsletters and daily reports.

Remember to communicate in writing any changes in your child's schedule. **We must be informed, in writing, regarding any changes in the person picking up your child.** You may add or delete names of authorized adults allowed to pick-up your child on the *Child Information Record*.

**Our Administrative Department must be informed of any of the following changes:**

- address and/or phone numbers, or e-mail address
- parent/guardian employment,
- health/immunizations up-dates, or;
- other pertinent information related to your child.

### Confidentiality

Each family has the right to confidentiality. STTF keeps certain information on file regarding children and families that may be considered personal in nature. We maintain this information in confidence and do not discuss or release it to persons outside of STTF unless written permission has been obtained from the parent(s).

### Drop-off and Pick-up Policies

Parents are expected to accompany their children into the center and sign them in and out daily. The teachers are glad to assist you and your child at your drop-off time. Teachers, however, will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for a short while and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave and the teacher will assist.

**Only the individuals listed on the *Child Information Record*, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of Steps to The Future reserves the right to deny a person's request to pick up a child.**

Your child's classroom teacher may be available at pick-up time for short questions. For longer discussions or particular concerns please schedule an appointment.

Parents are expected to assume full responsibility of their children once they enter the center.

Your child has waited all day to see you and is excited when you walk in the door. ***At pick up please put away your cell phone and give your full attention to your child.***

Children enrolled are expected to be picked up at the agreed-upon daily time. The parent or guardian of a child not picked-up until after the agreed time, or past

closing (6:00 p.m. or 12 am), will be charged **\$1 per minute. Families who pick up late more than 3x, in a one-year period, will pay \$5 per minute after 6:00 pm.** All late fees are expected on the next day of attendance. This fee applies per child. Payment should be given directly to the Center Director. Excessive abuse of late pickup times can result in disenrollment.

We discourage leaving your idling vehicle in the parking lot during drop-off and pick-up times. In cases of extreme cold or heat please make your transitions brief so the vehicle is not left unattended for a long period of time. NEVER leave a child in an idling vehicle unattended.

### Building Security and Access:

Our building is open for business from 6 am to 12 am and can be accessed by ringing the doorbell and waiting to be buzzed in.

*For your child's safety please do not allow your child to touch the exit door handles or open the doors and/or play on around the door.* We work very hard at teaching the children not to touch the exit doors/gates to protect their safety.

## Holidays

*Steps To The Future Daycare* will be closed on the following holidays:

Dr. King's Birthday
Presidents Day
Good Friday
Memorial Day
Labor Day
Columbus day
Thanksgiving + The day after
December 23 <sup>rd</sup> – January 1

## Unexpected Closings

In the event Steps to The Future must close due unforeseen circumstances such as weather, or power outage/flood/ snow days/freezing temps, ALL families will be notified via text/phone call/email.

## Tornado and Disaster Procedure

In the event of a tornado or disaster warning, each classroom teacher and the director will collect a count of all their children. The children will kneel down on the floor away from large windows and cover their heads. Teachers are to remain calm and ensure that the children remain calm. Once the warning is over, the director and each lead teacher will collect another count

## Playground Schedule

Morning Schedule	Afternoon Schedule
Toddlers 10:00am-10:30am	School Age 3:05pm-3:35pm
PreK – 10:35am- 11:05am	Toddlers 3:40pm- 4:10pm
	PreK 4:15pm – 4:45om

**After 4:00pm there are to be no children on the playground unless there is a director on site.**

## Child Abuse and Neglect

All STTF staff members are mandated by law to report any suspected child abuse or neglect. Teachers are trained on what to watch for and how to properly report it.

## Treasures and Possessions

Sometimes children need to bring special toys or newfound treasures to use as a "bridge" between home and school. On these occasions, we will work with you and your child to make it a positive sharing experience. Experience has shown us that often toys from home create problems at school. We encourage you to keep personal belongings and toys at home unless the teacher has scheduled a "show-n'-tell" day. **Steps To The Future will not be responsible for any lost items.**

**Important...there are four things we feel strongly must remain at home: toy guns, gum, money, and candy.**

## Clothing

Because of the wide range of activities; it is recommended that children be dressed in washable, comfortable clothing. Plastic aprons will be provided by the center for art and water activities.

Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept at the center at all times. We ask that parents send 2 sets of extra clothing. Items should be marked with the child's name. Clothing should include underwear, socks, pants, and a shirt. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next day of attendance.

Licensing requires that children be taken outdoors each day. The children will play outdoors if the temperature is 30° or warmer. Children should be dressed accordingly: light jacket, cap, and rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. **All clothing, including coats and boots, must be labeled clearly with your child's name.**

### **Diapers & Toilet Training**

Parents must supply all diapers and wipes while at Steps To The Future. Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful.

We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage--especially in a hurry! While toilet training, parents are to provide lots of spare clothing.

### **Bodies and Boundaries**

There is a natural curiosity among children with regards to their bodies. When situations arise where we have to speak to children about body parts, we use the anatomically correct terms. We also teach children that every person has boundaries and that our bodies are private and should be respected. Parents will be notified if situations occur in the classroom that directly affects their child(ren).

### **Bottles, Blankets, and Pacifiers**

You may send a small security blanket and/or a pacifier for your child (15m -23m ONLY). Staff will make every effort to keep track of these items but will not be held responsible if lost. When you are ready to wean your child, please communicate with your child's teacher so a consistent strategy between home and our center may be established.

### **Field Trips**

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. The center will provide the same adequate responsible adult supervision for these ex- We will occasionally take classroom field trips to museums, parks, apple orchards, and other community places. Families will be notified prior to any trips involving transportation. A permission slip must be signed and returned--including emergency phone numbers for that day. Parent volunteers are welcome

to assist with field trips (and other special events). A child may be excluded from participation in a field trip for safety, health, or disciplinary reasons.

### **Birthday Celebrations**

Parents are welcome to send in a treat to share with their child's classmates on birthdays or special occasions. Some classrooms have strict allergy guidelines, so remember to inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all of the children. Ask your child's teacher for suggestions. Parents are always welcome at their child's birthday celebration.

If a birthday is to be celebrated away from school and the entire class is not invited, you may distribute the invitations into the cubbies. Our center will not distribute mailing lists or phone numbers.

### **Photographs and Publicity**

Photographs of the children in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, publicity materials, and/or educational training. Your permission for photographs of your child, to be used without compensation, is part of this agreement.

### **Meals, Snacks and Food Allergies**

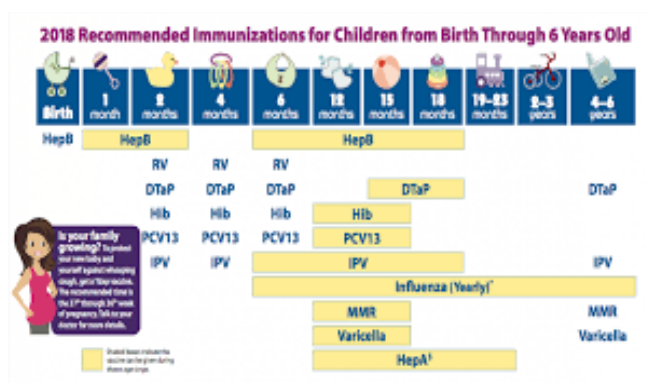
The center will provide breakfast, lunch, a p.m snack, dinner, and a second snack. STTF will provide whole vitamin D milk for children between the ages of 15 and 23 months. 1% milk will be provided for children from 24 months to 12 years of age. If there are dietary needs, or allergies, it is the parent's responsibility to notify both the center director and the classroom teacher. Parents will need to supply any special foods required. An Allergy Action Plan and a Medical Action Plan are available in the main office and must be filled out if a child has an allergy or medical need.



## Health + Wellness Policy

Steps To The Future recognizes the relationship that exists between academic achievement and student health and wellness. All children who attend childcare programs in Illinois are required to be fully vaccinated unless there is an exemption on file. STTF requires all children enrolled in the program to be immunized. Each child enrolled must have an up to date physical on file. This form provides a record of your child's immunizations and date of last physical examination..

### The Illinois Department of Public Health requires the following immunizations:



**\*Important:** It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child (ren). Updates must be reported to the center director in writing

You are the best judge of your child's health, and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult the director and you may be called to come to take your child home. When called, you (or an alternate emergency person) are expected to arrive within the hour. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated.

STTF will notify parents in writing if a communicable disease (Measles, salmonella, chicken-pox, etc.) was present at the center. Children with signs of any communicable disease symptoms will be excluded from the center. To return, a note from the child's physician is required stating that the child is no longer contagious and may participate in all daily activities.

The following criteria will be considered in determining if your child must go home:

- The unknown rash will need to be seen by a physician and the child can return to school by the written recommendation made by the doctor. A doctor's note is required.
- Fever of 100.4° or higher. For mild fever, muscle aches, toothache, or headache Tylenol (supplied from home) may be administered. \*See **Medicine** below. The child must be fever-free for 24 hours *without the aid of Tylenol, or other fever-reducing medications.*
- Diarrhea (more than two loose, watery stools), or vomiting. Consideration will be taken if your child is allergic to certain food/drink products or on medication. The child may return when bowel movements are normal, and no other symptoms of illness are present. The child may return 24 hours after the last time he/she vomited, and no other symptoms of illness are present.
- Persistent cough or runny nose for an extended period of time (cough suppressants and/or allergy medications are not recommended unless prescribed by a doctor). The child may return 24 hours cough free without the aid of a cough suppressant, or allergy medication.
- Crying and irritable for a long time, or not eating or drinking normally. Anytime a child is not themselves, cannot be soothed by a teacher, requires one-on-one care, complains about discomfort, or not interacting with the class is a reason to take a Wellness Day and spend time in the comfort of their own parent(s) arms.
- A highly contagious condition such as:
  - **Head lice:** suggested treatments available upon request. Child must be nit free to return to school.
  - **Chickenpox and Hand Food Mouth:** Child must be fever free and sores scabbed over.
  - **Strep throat:** Child must have 24 hours of antibiotics in his/her system.
  - **Mumps, ringworm, impetigo, conjunctivitis (pink eye), etc:** Follow the doctor's recommendations. Information from our main office is available upon request.

*If your child is too ill to play outside with his or her class, or participate in regular classroom activities, then your child is too ill to attend the center.*

**\*If questions arise to the appropriateness of a child's return to the center, the final decision will be that of the Center Director.**

### Medicine

Staff cannot administer medication (prescription or over-the-counter) without the proper dosage for that child listed on the container. If the container reads, "Consult/see Doctor" then a note from the doctor with the child's weight, and the dosage recommended, must be provided.

**Prescription medication will only be administered by the STTF program director only after a parent signs and dates a form entitled Medication Permission. The parent must provide all medications.**

Medication will be stored per the manufacturer's recommendations. We have locked cupboards, and containers for the refrigerator, for the storage of the medication.

**Prescription medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dosage under their supervision, NEVER the center staff. We will not administer cold medications to any child.**

### Injuries and Accidents

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a *Minor Incident Report* would be completed by the closest adult and signed by the Center Director, Assistant Director or appropriate person. A copy of this report will be sent home. A parent or guardian will be notified regarding any injury that occurs while your child is in our care.

In the event of a major medical emergency or accident, the center teacher or director will call 911 first. The child will be transported to the hospital noted on the *Child Information Record* (or the closest hospital). The parent/guardian will be called immediately.

### Pandemics

Our Preparedness and Response Plan (available upon request) will be followed during any pandemic period. Center for Disease Control, Department of Health and/or State Child Care Licensing Rules will be followed. A response will include but is not limited to, monitoring symptoms in staff and students, practicing social distancing, following proper hygiene protocol, implementing any/new safety equipment, isolating staff and/or students infected, decreasing class sizes, and transparent communication with families and regulating agencies.

Upon enrollment each family must sign the COVID-19 Waiver, acknowledging that they understand the risks associated and the policies put in place my Steps To The Future to ensure the health and well being of both staff and children.

### Conflict Resolution

If an issue should arise between a family and a staff member, or between two families, we encourage the concerned party to speak directly to the staff member, or family, prior to coming to the directors. If the problem remains unresolved, or the parent wants to make sure the administration is aware, our door is always open. The administration will act as a moderator in situations that require more attention or are reoccurring. We will make every effort to remain fair, with our main priority being the safety and quality of care, of the children at Steps To The Future.

### **Center Happenings**

Steps To The Future makes every attempt to keep parents up to date on happenings here at the center and in the community. Center newsletters are sent out monthly. Parent bulletin boards are in each classroom. Notices are sent out on a regular basis from ProCare in the event of an emergency or last-minute changes or updates **Please read them.** It is also the parent's responsibility to keep up to date by being aware and checking for updates. Together, as partners, we will be able to provide your child with a fun and safe learning environment.

### **Licensing Notebook & Other Information**

Steps To The Future Daycare strives to offer a quality program for our families. We maintain a licensing notebook that is available for parents to review during our regular business hours. The notebook contains all licensing inspections as well as any special investigation reports and related ones.

***Thank you for choosing Steps To  
The Future as your childcare  
provider.***

**Steps To  
The Future  
is proud to  
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## Steps To The Future Daycare Discipline Policy

At Steps To The Future Daycare, the term *guidance* is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. The guidance takes several forms within our center:

- **Environment**--A place designed for children. Each room is age-appropriate in furniture size, large and small manipulatives, and supplies required for hands-on experiences.
- **Logical Rules**--Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.
- **Curriculum**--Is developmentally appropriate, based on the children's interest and level of readiness.
- **Positive Behavior**--We reinforce the behaviors we wish to see repeated.
- **Redirection**--Often interesting a child in another activity can eliminate the potential difficulty. We might ask a child to help us or send a child to a different area to play.
- **Positive Reminder**--Telling the children what we want them to do rather than using "no" or "don't."
- **Renewal Time**--Occasionally, as a last resort, a child needs to be removed from the situation for a brief break. This allows the child time to calm down and consider an alternate behavior.

### Difficult Behavior

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children! A parent may be called at work or home at anytime the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately. The following steps may be taken regarding children who display *chronic* disruptive behavior, upsetting to the emotional or physical well being of another child or an adult.

#### Initial Consultation:

The director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher, and parent or guardian.

#### Second Consultation:

If the initial plan for helping the child fails, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach to solving the problem. Parents may be asked to consult outside professionals or bring in behavioral specialists to help identify the problems or provide new strategies, in order for STTF to continue care. Our goal is to work as a team to better serve each child.

#### Disenrolled:

When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of the center director.

NOTE: Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.), exclusion from large motor or outdoor activities, or exclusion from any learning activity. In certain instances a child may be physically restrained in order to keep the child, other children, or staff safe from harm. No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion.



## **Daily Schedule – Caterpillars (15months -33 months)**

**6AM-8:00AM – Arrival + independent play**

**8:00AM-8:20AM– Toileting +handwashing**

**8:30AM – 9:00AM – Breakfast**

**9:05AM-9:25AM – Bathroom + handwashing**

**9:30AM – 9:45AM– Circle time**

**9:50AM – 10:00AM– Bathroom**

**10:00AM-10:30AM– Independent play in centers**

**10:35AM-1105AM-Outside time**

**11:05AM-11:25AM-Story Time/Handwashing/Bathroom**

**11:30AM - 12:00pm– Lunch/bathroom**

**12:00PM-2:30PM -Quiet Time**

**2:30PM-2:45PM -Bathroom**

**2:50PM -3:10PM- PM Snack**

**3:15PM – 3:35PM -Bathroom/Circle time**

**3:40PM-4:10PM – interest areas**

**4:15PM -4:45PM- Gross Motor/ Outdoor Play**

**4:50PM-5:00PM – Bathroom**

**5:00PM – 6:00PM– Clean up/Dismissal**



## **Daily Schedule – Butterflies (3 -5 years)**

**6AM-8:00AM – Arrival + independent play**

**8:00AM-8:20AM– Toileting +handwashing**

**8:30AM – 9:00AM – Breakfast**

**9:05AM-9:25AM – Bathroom + handwashing**

**9:30AM – 9:50AM– Circle time**

**9:50AM – 10:05AM– Daily Activity**

**10:10AM-10:30AM– Independent play in centers**

**10:35AM-11:05AM-Outside time**

**11:10AM-11:25AM-Story Time**

**11:30AM– Lunch**

**12:00PM-2:30PM -Quiet Time**

**2:30PM-2:45PM -Bathroom**

**2:50PM -3:10PM- PM Snack**

**3:15PM – 3:35PM -Circle time**

**3:40PM-4:10PM – interest areas**

**4:15PM -4:45PM- Gross Motor/ Outdoor Play**

**4:50PM-5:00PM – Bathroom**

**5:00PM – 6:00PM– Clean up/Dismissal**