**Blue Bird Kids Academy**

**Parent Handbook**

**C:\Users\alfred\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\5523L1IB\MC900441822[1].wmf**

**1365 County Line Road**

**New Braunfels, Texas 78130**

**830-387-5096 or 830-626-3204**

[**www.bluebirdkidsacademy.com**](http://www.bluebirdkidsacademy.com)

[**bluebirdkidsacademy@yahoo.com**](mailto:bluebirdkidsacademy@yahoo.com)

[**www.facebook.com/BlueBirdKidsAcademy**](http://www.facebook.com/BlueBirdKidsAcademy)

**Thank you for choosing our center to share your child with us.**

**PURPOSE AND PHILOSOPHY**

To create an environment full of learning experiences that will meet the needs of each individual child.

**Blue Bird Kids Academy** provides full time group care to children from 6 weeks to five years of age. We provide summer care and before/after school care to children up to 11 years of age. The goal of our center is to enhance the children’s learning and development through planned educational activities and play. Our center is not based on one specific philosophy. We try to teach our children with a mixture of teacher directed and child directed techniques. In teaching our children we try to bring in as many “real” learning experiences as possible. We feel at Blue Bird Kids Academy that learning social skills is the most important of any of the developmental areas. We work with the children on relating to friends and making good choices on their own, all of which is part of building social skills. Our goal at Blue Bird Kids Academy is to teach our children to be creative thinkers.

All staff must attend a specified number of training hours per year and plan their days to be developmentally appropriate to their age group. Blue Bird Kids Academy is in compliance with the Texas Department of Family and Protective Services staff/child ratios.

**OPERATING HOURS/DAYS & HOLIDAYS**

The center is open Monday through Friday 6:00 a.m. to 6:00 p.m. year around. The center closes for several holidays throughout the year.

If the holiday falls on a weekend, we may close the Friday before or the Monday after the holiday.

Blue Bird Kids Academy observes the following holidays:

New Year’s Day

Good Friday

Memorial Day

Independence Day

Labor Day

Comal County Fair Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas day

New Year’s Eve

When paying monthly tuition you get several free weeks a year of childcare. We charge for 4 weeks every month even if the month has 5 weeks. When adding up holiday closing you still come out ahead.

Other circumstances that would make the center close are as follows.....

* No electricity for an extended period of time (over 2 hours)
* Phone service not available leaving us with any way to contact emergency services.
* Gas leak
* No water service at the center for an extended period of time.
* Bad weather such as icy roads, flooding etc...

In bad weather situations listen to the local news. If the New Braunfels ISD closes for bad weather then the center is also closed.

**ARRIVALS AND DEPARTURES**

**Please have your child here by 9:30 AM**. Parents are required to accompany their child into the classroom. This provides a smooth transition. When the center first opens for the day and attendance is low, all preschool children may be gathered in one room before they move on to their own classrooms. This provides an opportunity to get settled. Also at the end of the day the children may be all in the same classroom for the last 30 to 45 minutes of the day. Each child must be signed in and out of his/her classroom. Staff will be responsible for signing the children in and out but it is your responsibility to make sure staff knows when you are taking your child and the time leaving. (TDFPS Standards). Each child must be brought into and picked up from their classroom by an adult that is 18 years of age or older (TDFPS standards). Person or persons other than the parents that are picking up the child *must be* *on the pick-up list.* There are no exceptions. Person or persons other than the parents that have not been to the center before will always be asked for a picture ID. Per The Texas Department of Family and Protective Services, once the parent arrives and a child is signed out by their teacher, you will need to leave the premises within 5 minutes.

**RELEASE OF CHILDREN**

The Department of Family and Protective Services requires that each child care center have a plan to follow to verify the identity of a person authorized to pick up a child who is unknown to the staff. Children are released only to those people designated by the parents on their enrollment form.

Our plan is as follows:

1. Checking driver’s license of anyone other than parents who have been authorized to pick up. \*Even parents if we’ve never seen you before or new staff has not met you.

2. All new parents and staff will immediately be introduced to prevent the child leaving with unauthorized persons.

3. Staff members who do not recognize the person picking up will check the child’s enrollment file to find out who is authorized to pick up and/or call the parent if necessary.

Information on pick up by person other than parents will be kept in the child’s file. Any person whose behavior or health, appear to be an endangerment to themselves or the children will not be allowed in the center to pick up children.

**LATE PICK UP**

Late pick up of children will result in an additional charge of $5.00 and $1.00 per minute. This must be paid at the time the child is picked up and is per child. If you have 2 children the fee will be assessed for each child.

**ENROLLMENT PROCEDURES AND PARENT REVIEW**

All enrollment information must be completed **before** your child can begin at the center and when contact information changes for your child. After reading this handbook parents are encouraged to come by the office and ask any questions concerning our policies or procedures before their child’s first day at the center. Policies and Procedures can be changed at any time. In the event there is a change in policy or procedures, parents will be notified in writing.

**POLICIES AND PROCEDURES**

Every organization must have policies and procedures to ensure that daily operation runs as smoothly as possible. Due to the center being licensed by Texas Department of Family and Protective Services, there are State regulations that must be followed. Any family that fails to follow state regulations or center policies will be asked to withdraw their child/ren from the center.

**ADMISSION FORM**

Parents must read and sign the Admission Forms. By signing this form, you are stating that all of the information on the form is true and correct. It is also stating that you have read, understand and agree to abide by all of the policies and procedures set forth in the Blue Bird Kids Academy Parent Handbook. This form must be on file at the center on or before the first day of admission. This form will be kept in your child’s file.

**HEALTH CARE PROFESSIONAL STATEMENT**

Your child’s physician must complete and sign the health care statement before your child is allowed to stay with us. By signing this statement, your doctor is stating that your child is healthy enough to be enrolled in our program

**IMMUNIZATIONS**

Children must receive all required immunizations prior to admission. Parents must provide BBKA with a copy of the immunizations. Please provide the center with any updated immunizations your child receives while attending our center. These records will be kept on file and audited in house using the Comal County Health Department Immunization chart. Immunizations can be waived under specific circumstances; a notarized statement from the Texas Department of Health is required in these circumstances.

**HEARING AND VISION SCREENING**

All Children 4 years old and enrolled in a licensed facility must have hearing and vision screenings on file at the center. If your child is currently 4 years old we must have this at the time of admission. If your child will turn 4 at the center, at that time you must provide this information to the center. Most pediatricians do these screenings at 4 year well checks.

**HEALTH POLICY: What happens if your child is ill or injured?**

* The daycare facility is not allowed to admit a child who seems to be sick unless a doctor or nurse gives approval in writing. This may cause problems for parents, but it is necessary to prevent a sick child from infecting other children.
* If your child has been absent because of a contagious illness, the day-care facility must follow guidelines, provided by the state, concerning when the child can return to day care.
* If your child appears seriously sick or injured while at the center, the caregiver must call you immediately. It’s important that you pick up your child as soon as possible.
* If your child needs immediate medical attention, the center must call your child’s physician, take the child to the nearest emergency room or minor emergency clinic, or call for an ambulance. This is why the day-care facility must have your authorization for emergency medical care.

**GUIDELINES FOR SENDING A CHILD HOME**

If a child has:

* an oral temperature of 101 or higher
* under the arm temperature of 100, the temperature will be rechecked and if the
* Temperature remains the same the parent will be notified to take the child home.

If a child has a temperature and/or has symptoms of one or more of the following, the parent will be asked to pick the child up and take them to the doctor.

* CHICKEN POX: Slight fever, fine blisters appearing on scalp, face or body.
* DIARRHEA: Increase or change in child’s usual bowel movement pattern (two loose stools)
* GERMAN MEASLES: Slight head cold, swollen glands at the back of the neck.
* HAND, FOOT, AND MOUTH DISEASE: Fever, sores and blisters on the hands and feet and in the mouth. This is a viral infection.
* MEASLES: Runny nose, watery eyes, high fever and cough. Blotchy rash on the body.
* MUMPS: pain in cheeks, swelling over jaw and in front of ear.
* PINK EYE: Red eyes, discharge from eyes, crusted eyelids.
* STREPTOCOCCAL INFECTIONS: Fever or sore throat.
* MENINGITIS (Viral or Bacterial): Sudden onset of fever, headache and possible vomiting.
* SCARLET FEVER: Fine red rash over body, fever and sore throat.
* BODY/HAIR LICE: Little bugs on body, itchy scalp.
* RINGWORM: Itchy scaly patches on scalp and body.
* PIN WORM: itchy rectum, little white wiggling threads on child’s bottom or in stool.
* IMPETIGO: Small blisters that become crusted or contain pus.
* VOMITING: One instance of vomiting along with other symptoms, or two with no other symptoms usual criteria for sending child home.
* RASHES AND/OR SORES: If occurs with fever, the child is sent home immediately. If rash and/or sores occur with no other symptoms but continues for two days, the child is sent home with a stipulation of seeing a physician. If rash and/or sores have been diagnosed as not contagious, but seem to be worsening again, the child can again be sent home and asked to see a physician.

**GUIDELINES FOR RETURNING A CHILD TO THE CENTER**

It is better to keep children AT HOME until they are **totally recovered** from an illness. Returning a child to the center too soon only increases his/her chances of becoming sick again since their immune system has been weakened.

The following are guidelines to use to determine when your child can return to the center:

1. Children sent home because of a fever may return 24 hours after the temperature has returned to normal, **off of medication.**

2. Children sent home due to the following communicable diseases may return when:

* Chicken pox: Sores are dried up or crusted and no new blisters are appearing.
* Diarrhea: Symptoms are absent for 24 hours.
* German Measles: Rash has faded
* Hand, foot and mouth disease: When fever is gone and sores/blisters have cleared.
* Measles: Rash has faded and child is free of fever for 24 hours.
* Pink Eye: Redness or discharge disappears. 24 hours after starting medication.
* Streptococcal infections: 24 hours after antibiotic treatment has begun.
* Scarlet Fever: 24 hours after antibiotic treatment has begun.
* Body/hair lice: After treatment with medicated shampoo according to directions and no lice or nits remain. The condition must be closely monitored for ten days; treatment must be repeated to insure success.
* Ringworm: After medication has begun and sores are covered.
* Pin worm: After nails are cut. Return the day after treatment.
* Impetigo: After medicine is given and sores are covered.
* Meningitis (viral): Several days after onset of illness.
* Meningitis (bacterial): 24 hours after release from the hospital (with antibiotics given prior to hospital release.)
* Rash and/or sores: After rash and/or sores have cleared or with a letter from a doctor stating that the rash/or sores are no longer contagious.

**INCIDENCE OF COMMUNICABLE DISEASES**

We will inform you of any communicable disease that may go through the center. We will post signs in a visible area that is easily seen by all. Names of the children with the disease are kept confidential.

**EMERGENCIES AT THE CENTER**

As children play and explore throughout their days there may be times that accidents or injuries occur. All good programs consist of accidents due to the exploration of the environment by the children. In the case of an emergency situation, first aid procedures of the American Red Cross will be followed. **All** staff has completed First Aid and CPR training. In case of critical illness or injury during center hours, the child’s parents and doctor will be contacted immediately. If the doctor contact can’t be made, the child will be transported by an ambulance service if necessary to the nearest emergency room. An emergency preparedness plan has been established in the event of an emergency. A copy may be reviewed at any time located in the director office.

**GUIDELINES FOR ADMINISTRATION OF MEDICATION**

In order for a child to receive medicine administered by a staff person, families must complete and sign a written consent form indicating specific instructions regarding reason for medication, dosage and time. When prescription medicines are to be given, the original container should be clearly labeled with the child’s name and dosage information. All medicines will be kept in a secure place. Over the counter medications are to have original label and must be age appropriate. Medications cannot be given over two weeks unless authorized by the physician. All medications must stay in the office area only. Do not leave any type of medication in the child’s backpack, diaper bag or class cubby.

**OUR DAILY PROGRAMS**

**DISIPLINE & GUIDANCE PRACTICES**

Redirection and verbal communication is used as a method of discipline. Your child will be treated with courtesy and respect. In the event your child’s behavior endangers others, he/she will be separated from the rest of the group for a sensible age appropriate period of time. If a child continues to have difficulty in a particular situation, the child may be removed to a “thinking chair”, where they will have the opportunity to regain control of their emotions and calmly resolve the situation before they return to the group. In the event your child’s behavior becomes seriously disturbing, you will be notified.

**Biting**: We take biting very seriously when it is ongoing and want the best outcome for both children involved. We will follow a 3 step plan.

* 1st bite - the parent will be notified by the teacher.
* 2nd bite - the parent will be notified by the Director and will sign a written Action Plan.
* 3rd bite - Blue Bird Kid’s Academy has the right to suspend your child for 1 day. We will always take into consideration the severity of the bite and the circumstances in which the bite occurs.

If your child is the one who receives the bite you will be notified in writing.

**LESSON PLAN & CURRICULUM**

Blue Bird Kids Academy uses a variety of age appropriate lesson planning tools. Each staff member spends time putting together a plan each month that is age appropriate and challenging for each age group. Each class will have lessons that include creative art, music experiences, cooking, at times, good children’s literature, problem solving activities (puzzles and manipulatives), block building, home living and dramatic play, natural world and science and cultural diversity, sensory activities, and physical development activities.

The teacher in each classroom will post weekly lesson plans that provide information on activities.

**Infant and Toddler Programs**

Our infant and toddler programs are designed to be a home away from home. We will provide your baby a nurturing environment where your child’s needs are met promptly. Teachers will provide each parent a Daily Schedule on how your child spent their day. As the infant grows and develops the teachers provide consistency and focus more on following a set schedule that meets your child’s needs.

**Toddler and 2’s Programs**

This is the year of potty training and learning social skills. It can be a very exciting time for the child and parents. However it can be a challenging time as well. Your child will be involved in group and individual play throughout their day. Teachers will focus on a structured schedule filled with art, singing, dancing, outdoor play, stories and much more. We encourage the use of the potty but do not force it. We understand that learning to use the potty is a developmental stage in a child’s life.

**Preschool- 3-5 year old Programs**

These are the special years of learning, making friends and independence. Your child will be involved in group play and individual play. Most activities will be child directed based on their educational growth. Teacher directed activities will be done to foster language development and enhance their knowledge of print and letter/sound associations.

**Summer and Afterschool care**

During the summer BBKA provides a curriculum filled with arts and crafts, games, reading and field trips to keep your school age child busy and their mind learning. Afterschool care will provide teachers to assist with homework. If your child refuses to tell staff they have homework, we WILL NOT go looking for the homework in their backpacks. It is up to the child to ask for help when needed.

**DRESS CODE AND PERSONAL BELONGINGS**

**Dress Code**

Clothing worn to the center should be appropriate for active ***messy*** play. Remember when dressing your child that we do many messy activities that involve paints etc. Children spend time outdoors each day unless the weather is extremely bad. Outdoor play is healthy for children and is required by TDFPS standards. Children who are too sick to go outside are too sick to be at the center. Outdoor wear must be appropriate. Coats must be brought on cold days. If your child comes to the center without a coat they will be outside without a coat. Your child cannot stay in the building by themselves due to lack of clothing. We encourage your child to wear socks and closed toed comfortable shoes.

Always make sure we have a change of clothes for your child. Please bring two sets of clothes to school in a Ziploc bag with your child’s name.

**Personal Items**

All personal belongings need to be clearly marked with the child’s first and last name. A small blanket and pillow may be brought for nap time. Nap items will be sent home every Friday to be washed. Do not bring toys or electronics, BBKA is not responsible for these items.

**SNACKS AND MEAL TIMES**

Blue Bird Kid’s Academy will provide your child with Breakfast, Lunch and afternoon snack. We participate in the Child Care Food Program and all menus are approved by USDA. All children have the option to eat breakfast at the time of drop off. Breakfast will be served between the hours of 6 a.m. until 8:30 a.m. If for some reason your child did not eat breakfast at home and misses the breakfast cut off time there will be a morning snack made available. Menus are posted monthly, please check the menu and plan accordingly to your child’s likes and dislikes. Lunches from home will be accepted if your child doesn’t like a menu item or has an allergy to a food being served.

**INFANT/TODDLER ROOMS**

**MARK** all of your baby’s things, even your diaper bag. There may be a substitute teacher at times and what seems familiar to your baby’s teacher can be most confusing to a substitute. The center will not be responsible for lost items so please do not bring meaningful blankets etc. to the center. No older children will be allowed in the infant room at any time. Furniture and toys are disinfected daily and other children like to touch and pick up things. This rule is in the best interest of the babies and is also a TDFPS standard.

**INFANT FEEDING**

You must provide formula, milk and food for your child. It is preferred that you bring pre-filled bottles of formula or milk or pre-filled water bottles and formula in a can to the center. Blue Bird Kids Academy is a "Breastfeeding Friendly" child care center who encourages and promotes parents who want to exercise that method of child nourishment. Please feel free to drop in at any time to do so. If any special arrangements need be made please discuss them with your child's teacher or director.

**OUR EMERGENCY PROCEDURES**

Emergency evacuations are practiced monthly. The following are our emergency evacuation plans:

1. Tornado Alert- Children will sit in hallway in Building #1 and in the TV room in Building #2
2. Evacuation- in the event that we need to relocate, both centers will relocate to the Vantage apartment located directly across the street from the center.
3. Fire Drill- Children will be routed to their designated safety zone outside on the circle drive way at Building #1 or in front of the playground at Building #2.

In the event that an emergency situation involves our center or poses a threat, we will go in lock-down mode. All doors will be locked until the danger to the center has passed. Parents may view a copy of the “Emergency Preparedness Plan” at any time during operational hours.

**ATTENDANCE**

It’s important for the children to attend the center on a regular basis with the exception of illness or special events. When children are not at the center on a regular basis it makes it hard for them to adjust to the routines at the center. The more days a week a child is in attendance the shorter the adjustment period for them may be. **IF YOUR** **CHILD WILL BE ABSENT FROM THE CENTER YOU MUST CALL AND LET** **SOMEONE IN THE OFFICE KNOW THE REASON FOR THE ABSENCE**. It is helpful to the center when they know types of illness to help prevent the spread throughout the center. The center is also required to report communicable diseases to the Texas Department of Family and Protective Services as well as the Health Department.

**TUITION AND FEES**

Registration fee for new enrollment is $50 per child. Tuition is due on the 1st of each month if paid monthly and on every Monday if paid weekly. There is a three day grace period if discussed and approved by director. If the 1st of the month falls on a Saturday, payment is due the following Monday. ***Tuition WILL NOT be refunded for any reason under any circumstances*. We accept cash, money orders, checks and debit or credit cards.**

**WITHDRAWING FROM OUR PROGRAM**

If you choose to withdraw your child from our program, BBKA requires at least a 2 week notice. BBKA will not prorate or reimburse any tuition fees.

**CLASSROOM AND SCHOOL ACTIVITIES**

**Lost and Found**

Any items found in and around our center that are not labeled with a child’s name will be retained by the BBKA office and placed in our lost and found tub. Items in the tub will be discarded after 10 days.

**Birthdays**

Birthdays are a special time in your child’s life. We want to be a part of this celebration. If you would like to bring birthday snacks (cookies, cupcakes, etc.) please discuss with your child’s teacher so she can plan as needed. All snacks must be store bought.

**Student of the Month**

We consider the families that we serve as part of our school family. We want each child to be able to share his/her family with his/her classmates. Asking you to bring pictures of your family is one way that we are able to do this. Your child’s teacher will let you know when your child has been selected for “Student of the Month” and how to prepare for this time.

**Water Activities**

During the summer we will do splash day once a week on Tuesday or Thursday mornings. You will be notified when your child’s class will be participating in splash day.

**PARENT INVOLVEMENT AND COMMUNICATION**

Parent involvement and communication is very important to us here at BBKA. We view our relationship with you as a partnership. We welcome all families to join their child in activities and to visit us anytime during operating hours, no appointment is necessary. Your praises, suggestions and concerns are what help us run an outstanding program. Parents are always welcome to discuss anything with the center director and/or the child’s teacher. The center director’s door is always open. Concerns about children or a child’s teacher should first be discussed with the teacher. If this does not take care of the matter, it is then discussed with the director. NEVER discuss problems you have with a staff member with another staff member. All problems with staff must be discussed with the director or assistant director.

**Parent Code of Ethics and Conduct**

Each staff member is required to follow a code of ethics as stated in our staff handbook. Each staff member is expected to each parent and visitor with the utmost respect. Because we are a partner with you and your child’s care and are each a role model for our children, the BBKA director expects the same from our parents as is expected from each staff member. Most interactions between parents and staff are wonderful; however in the instance that one of our staff members or the director is treated in a disrespectful manner, the following procedure will be followed:

* The staff member will have a conference with the center director
* If needed, the parent will have a conference with the center director
* If the staff member continues to be disrespected by the same parent even after meeting with the center director, the parent will be asked to withdraw their child from BBKA. However, depending on the circumstances involved, the director reserves the right to dismiss a family from our center immediately. In this situation, no refunds will be given for the rest of that month’s tuition.

**MINIMUM STANDARDS**

The Center is licensed through the Texas Department of Family and Protective Services.

* Website for TDFPS: www.tdfps.state.tx.us
* Phone 830-609-5033 or 210-337-3399
* Address: 115 Green Valley East, Suite 200 New Braunfels, TX 78130
* If you suspect abuse or neglect of a child you must contact the Child Abuse Hotline at 800-252-5400 or website at txabusehotline.org to report. Please see center employees for more information.

Parents can view a copy of the State Minimum Standards at any time in the office. All inspection reports are posted in the front foyer on the Parent Bulletin Board.

**Notice to parents:**

Pursuant to the Texas Penal Code, Blue Bird Kids Academy is a GANG-FREE ZONE. Criminal offenses related to organized crime, which occur within 1,000 feet of the child care center, are subject to harsher penalties. Any offense or suspected organized crime activity is reported to the New Braunfels Police Department.

**WHAT TO BRING TO SCHOOL**

**INFANTS:** DIAPERS, WIPES, BABY FOOD, BABY BOTTLES, EXTRA CLOTHING, FEEDING SCHEDULE, BLANKET, BIBS AND SIPPY CUPS

**TODDLERS:** DIAPERS, WIPES, EXTRA CLOTHING, SIPPY CUP, SMALL BLANKET FOR NAPTIME

**PRESCHOOL:** EXTRA CLOTHING, SMALL BLANKET FOR NAPTIME

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Month: Sample Curriculum | | | | | |
|  | **THEME:** | **COLOR:** | **LETTER:** | **NUMBER** | **SHAPE:** |
| WEEK 1 | Beach | Brown | A | 6 | Oval |
| WEEK 2 | Ocean | Blue | P | 1 | Heart |
| WEEK 3 | Fish | Orange | R | 8 | Triangle |
| WEEK 4 | Circus | Yellow | E | 12 | Diamond |

|  |  |
| --- | --- |
|  | Sample Toddler Schedule 18 months to 2yrs |
| 6:00-8:00 | **Arrival/ Free Play** |
| 6:00-8:45 | **Breakfast/ Morning Snack** |
| 8:45-9:00 | **Restroom/ Diaper change and Hygiene** |
| 9:00-9:30 | **Circle Time** |
| 9:30-10:15 | **Outdoor play** |
| 10:15-11:00 | **Story time/ Restroom/diaper change** |
| 11:00-12 | **Lunch** |
| 11:45-1200 | **Restroom/Diaper change and Hygiene** |
| 12-2:30 | **Naptime** |
| 2:30-2:45 | **Restroom/Diaper change and Hygiene** |
| 2:45-3:15 | **Afternoon Snack** |
| 3:15-4:00 | **Outdoor play** |
| 4:00-4:15 | **Restroom/Diaper change and Hygiene** |
| 4:15-4:30 | **Music and Movement** |
| 4:30-5:00 | **Songs/finger play/story** |
| 5:00-6:00 | **Free Play /Table Centers** |

|  |  |
| --- | --- |
|  | Sample Preschool Schedule 3 yrs-5yrs |
| 6:00-8:00 | **Arrival/ Free Play/ Restroom and Hygiene as needed** |
| 6:00-8:45 | **Breakfast/ Morning Snack** |
| 8:45-9:00 | **Restroom and Hygiene** |
| 9:00-9:30 | **Circle Time (Group 1)/ Outside Play (Group 2)** |
| 9:30-10:00 | **Circle Time (Group 2)/ Outside Play (Group 1)** |
| 10:00-10:15 | **Transition/ Restroom and Hygiene** |
| 10:15-10:45 | **ART (Group 1)/Work Packets (Group 2)** |
| 10:45-11:30 | **Story time/Restroom and Hygiene** |
| 11:30-12:00 | **Lunch** |
| 12:00-12:15 | **Restroom and Hygiene** |
| 12:15-2:30 | **Naptime** |
| 2:30-2:45 | **Stretch/Restroom and Hygiene** |
| 2:45-3:15 | **Afternoon Snack** |
| 3:15-3:45 | **Music & Movement (Group 2)/ Work Packets (Group 1)** |
| 3:45-4:15 | **Teacher Directed Activity (Group 1)/Outside Play (Group 2)** |
| 4:15-4:30 | **Transition/ Restroom and Hygiene** |
| 4:30-5:00 | **Teacher Directed Activity (Group 2)/ Outside Play (Group 1)** |
| 5:00-5:45 | **Free Play /Table Centers** |
| 5:45-6:00 | **Clean Up/ Dismissal** |