



## ***Welcome to Stages Childcare Center***

### **Our Philosophy**

The goal of our center is quite simple. It is to be "child" focused. By being "child" focused we will utilize fun, play, respect, and love as our guiding principles. We will provide both you and your child with a safe and nurturing environment in which you both feel comfortable and secure. We recognize that every child has a right to be respected as an individual and to develop at his or her own pace while exploring a variety of activities throughout the day that are developmentally appropriate. These activities will center on art and creativity, music and dance, science and nature, reading and language, thinking and learning, social and emotional development, physical activity, and fine and gross motor skills development. These activities along with our professionally trained staff, and our facilities which were specifically designed for young children, will help your child develop a positive self-image while bolstering confidence and independence.

The Ohio Department of Jobs and Family Services (ODJFS) is responsible for licensing Stages Childcare Center of Strongsville. The license and compliance reports are available for review in the Director's office. A copy of the statutes and rules governing child day centers are also available for review upon request. The center licensing record, including compliance reports and fire inspections, is also available from ODJFS. Should you have any concerns or questions regarding licensing, please contact the local ODJFS Childcare Licensing office at the toll-free number listed on the license.

We are open year round from 6:30 A.M. to 6:30 P.M. Monday through Friday. You will be asked to designate your child's hours of attendance at the time of enrollment.

A parent roster will be kept in the office and will be available upon request. The roster includes names and phone numbers of those parents who have agreed to have their name on the roster.

You, the parent, are very important to Stages Childcare Center because you know your child best. We encourage you to contact the school about any questions or concerns you might have. Please review the daily reports highlighting your child's activities. If there is anything we can do to make your child's experiences more meaningful, please let us know.

We are looking forward to working with you and your child and sharing in his/her growth and development. Many thanks for selecting our school.

Very Truly Yours,

Dawn A. Fitzpatrick  
Center Director

**Please note that the term "parent" used throughout this handbook represent the primary individual(s) responsible for the child's care.**

## **Enrollment**

Enrollment is open to any child 6 weeks to 12 years of age provided Stages Childcare Center of Strongsville can meet his/her needs. Enrollment shall be granted without discrimination in regard to sex, race, color, religion, national origin or disability.

Interested parents and children are invited to tour the center, meet the staff; and review and complete all of the necessary paperwork prior to enrollment. Upon receipt of the completed enrollment form and the registration fee, placement will occur on a first-come, first-serve basis. If not included as part of the tour, a conference with the parent is requested to acquaint each new family with the environment, staff, and schedule. Children are grouped according to age and developmental level.

## **Ratios**

<b>Group</b>	<b>Stages Group Size</b>	<b>Stages Ratios</b>	<b>State Ratios</b>
6 weeks – approx. 18 months	8	1:4	1:5
18 months – 30 months	12	1:6	1:7
30 months – 36 months	14	1:7	1:8
3 years old	20	1:10	1:12
4 & 5 years old	24	1:12	1:14
School Age	36	1:18	1:18

## **Registration Fee**

An annual non-refundable registration fee of \$65 is payable at time of enrollment and each year thereafter. There is a \$35 charge for the second child. Each family gets two (2) electronic door releases. Additional releases are available for \$20.00 each. The releases are the property of Stages Childcare Center and must be returned when no longer required. Lost releases will incur a \$20.00 fee.

## **Tuition Payments and Fees**

Tuition is paid on a monthly basis. Monthly tuition is due on or before the first business day of each month. There is no credit given for scheduled school holidays, child's illness, or school closing due to inclement weather. Cash is not accepted. Please make checks payable to **Stages Childcare Center**. There will be a \$35.00 fee for checks returned by the bank. This fee is due at the time of notification. Our tax identification number is 75-2983044.

If tuition is not paid by the close of business on the 1<sup>st</sup> business day of the month, it is considered late and a \$35.00 fee will be charged. If it is not paid by the 3<sup>rd</sup> business day of the month an additional \$75.00 fee will be charged. If payment is not received by the 5<sup>th</sup> business day of the month your child will not be allowed to return.

There will be a late fee charged for children not picked up before the school's regular closing time. The charge will be \$10.00 per child for each 10 minutes. If we have not been in contact with a parent or guardian and the child has not been picked up by 7:00 P.M. we are obligated to inform the State Division for Youth and Family Services and the appropriate local authorities. Consistent lateness after 6:30 P.M. will be cause for the child's dismissal.

## **Vacation**

A vacation week consists of the number of days your child attends in a week. After three consecutive months of enrollment, families will be eligible for two weeks' vacation at half tuition to be used within the following twelve months from their start date. Families must maintain consecutive enrollment to earn future vacation days. Summer camp families are eligible for one vacation week. Please give at least two weeks advance notice for vacations. Vacation not used in the period is forfeited and cannot be used for withdrawal notice.

## **Attendance**

A parent should notify the center by 9:00 A.M. at 440-846-1507, whenever a child will not be attending on a scheduled day. Also, the Director should be notified if a child is ill. This enables our staff to keep track of any illnesses, which may occur at the school.

## **Student Records & Enrollment File**

Each child enrolled in Stages Childcare Center must have an updated school record and enrollment file with all state and Stages Childcare Center required forms. **Admission will NOT be granted until all forms and records are completed and returned.**

This file is confidential, and will be shared with staff members only as required to meet the needs of the child. The parent must complete enrollment forms annually. Medical records are required to be updated annually, or whenever the child's immunization status changes.

## **Arrival and Departure**

Upon arrival each morning, children are to be escorted to their designated classroom or their assigned area of the building and dropped off with the supervising staff member. Children are required by law to be under adult supervision at all times. Parental involvement in helping a child get settled with that staff member will help your child adjust quickly into the morning routine. If there is anything that the staff can do to assist with the morning transition, parents should not hesitate to ask. At the end of the day, once a child is removed from the supervising staff member it becomes the responsibility of the person picking up the child to supervise him/her. Children arriving to the center by school bus will be supervised by a staff member and escorted to their classroom. A child who does not arrive at the center by bus on

a scheduled day will be located by a phone call to the parent and/or school.

## **Release of Children**

Since the safety of the children is our utmost concern, we maintain a strict policy regarding the individuals to whom we will release a child. The enrollment forms require a parent to specify at least two individuals to whom the child may be released either on a regular or emergency basis.

Advance written notice is required for an individual to be authorized to pick up a child. In the case of an emergency, the Director may be notified by phone as to the name, phone number, and brief physical description of the person who will be picking up the child. Once this individual arrives at the school, a staff member will need to verify the individual's identity by reviewing photo identification before the child is released.

If a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child, please inform the Director. A copy of the appropriate documentation must be included in the child's school record. This information will remain confidential and will be shared with other staff members only as required to meet the needs of the child.

Should an unauthorized individual arrive to pick up a child, a parent or emergency contact person will be immediately notified via a phone call. If the Director is unable to reach a parent or emergency contact person, the child will not be released. Should an unauthorized person become uncooperative with the school's policies regarding the release of a child, the local police will be notified.

Stages Childcare Center of Strongsville will not release a child to any parent, relative, or other authorized adult who appears to be impaired by the use of drugs or alcohol. In the event this situation occurs, a phone call will be made to the parent or emergency contact person.

## **Withdrawal Requirements**

Two weeks written notice is required for withdrawing for any reason. If the required notice is not given, parents will be charged for that period. If two weeks notice is given, any additional tuition will be refunded within thirty days of the withdrawal less any outstanding charges for late fees, field trip costs, etc.

## **Additional Days/Hours**

Switching of scheduled days is prohibited. Additional days may be added based on availability. Parents are required to let the Director know in advance if requesting to bring a child for an additional day.

Children who are enrolled in our After-School Program may come to the school for a full day when their public/private school is not in session (i.e. inclement weather, school holidays, etc.). Parents should discuss these extra days with the Director in advance to ensure space.

## **Emergency Closings**

We will make every reasonable attempt to open on time and remain open during inclement weather. However, in the case of extremely dangerous road conditions, states of emergency, or Acts of God, it may be necessary to close or delay the opening time. Announcements will be made on the school's voice mail as soon as a decision is made. If parents are prevented by weather conditions from reaching the facility to pick up their children, closing staff members will care for the children and maintain proper staff-child ratios until such time as the parents can safely pick up their children.

## **General Emergency Plan**

The center has a written plan for general emergencies that is posted by each telephone. General emergencies include any threat of safety to the children due to environmental situations or threats of violence; natural disasters; loss of power, heat or water. In case of an emergency, parents are notified. The authorized persons other than parents are contacted in the event that parents cannot be reached.

A trained staff member will administer first aid when needed. The emergency squad is called when necessary to transport to a hospital. Our evacuation site is the Primerica building located across Bowman Drive.

The child's medical record and emergency transportation authorization form will accompany the child, as well as a member of the staff. The staff member will stay with the child until released to parents or guardians.

## **Parent Access to Center**

A parent of a child in care shall be permitted free access, without prior notice, throughout the center whenever children are in care for the purpose of visiting their child, evaluating care provided or the environment. The parent shall notify the Director of his or her presence. In cases where Family Court or other legal entities have established visitation or custody rights, a copy of the orders must be provided. The orders of the court will be strictly followed.

Visitors are asked to schedule appointments, and are allowed in the childcare areas only at the discretion of the Director. A staff member will accompany visitors at all times.

## **Parent Communications**

We provide many opportunities for parents to receive information on the progress of their children as well as details on other general activities occurring from time to time. Examples of the types of communication that parents will receive include:

**Daily Reports:** A daily written report is prepared for infants and toddlers and is available for Preschool and Pre-K if requested. This provides a parent with an overview of the activities in which the child participated as well as information on meals, sleep and toileting for younger children.

**Parent Conferences:** Twice a year a formal parent/teacher conference time is scheduled. This is to summarize each child's progress in detail. A written developmental report summarizes the teacher's evaluation.

**Information Boards:** These are located in each classroom as well as in the foyer. Information is provided about upcoming school events. Individual classroom boards have lesson plans, class schedules, and class newsletters.

**Daily Feedback:** These are the daily verbal communications between staff and parents in the morning and evening to provide updates on the children's health, dispositions, etc. A long dialogue may not be possible at the drop-off and pick-up time as the staff is responsible for supervising all of the children in their care. If you have a concern, a special appointment is advised or a phone conference may be arranged. Naptime is usually the most convenient time for this type of conference; Parents should report concerns to the teacher, followed by the Director if their concerns are not handled.

**Newsletters:** Monthly newsletters are sent home to keep parents posted on school activities.

## Meals and Snacks

Per State Licensing we will provide morning and afternoon snacks on a daily basis. These will include items from two of the food groups, and may include items such as cereal, pretzels, graham crackers, etc. 100% fruit juice or milk is served with snacks.

For lunch, one serving of meat or meat alternative, two servings of fruits and/or vegetables, and one serving of fluid milk will be served so that children receive a serving from each food group. We will avoid foods that contain excessive amounts of sugar, preservatives, artificial flavorings and colors, and caffeine. Lunches will be catered and served family style. A child will be encouraged to eat the balanced meal that the center has provided. However, if a child refuses certain foods, he/she will not be forced to finish the meal.

## Items to Bring to School

1. **Infants:** Each full time infant is provided his/her own crib and mattress upon enrollment. The parent must provide:

- \* At least 2 fitted crib sheets
- \* 2-3 seasonal blankets
- \* 2-3 complete changes of clothing for the appropriate season
- \* Diapers, wipes, and diaper cream
- \* Bottles and sippy cups **labeled with child's first and last name and the date**
- \* Baby food and cereal.

Parents may also provide a mobile or a favorite toy should they so desire for infants who are unable to pull themselves up on the sides of their crib. Parents are responsible for washing the crib linens at least once a week. Diaper creams and powders are considered medication

and the medication request procedures must be followed. All food, bottles, caps, and clothing should be labeled with child's last name. Bottles and caps will need to be relabeled frequently. Bottles must be filled at home. Refrigeration is provided for storing bottles and food. All unused bottles/food need to be taken home at the end of the day.

**2. Toddlers and Preschoolers:** Please provide:

- \* A full change of clothing including socks and shoes
- \* A smock or oversized shirt is requested for messy activities
- \* Diapers and wipes, and/or extra sets of underwear if "in training"
- \* A child-size cot is provided for napping, and a favorite sleep toy or blanket and small pillow may be brought from home

All items brought to school should be conspicuously labeled. Extra clothing should be provided as seasons change and as the child grows. Rubber soled, closed-toe shoes such as sneakers are the most appropriate school shoes for climbing, running, and playing outside. Appropriate outdoor apparel is needed daily as every effort is made to have some outdoor play time, even in the winter snow. Clothing that is attached where possible (hoods on coats, clips on mittens) will lessen missing items. Additional sets of clothing and appropriate underwear will be required when the child is "potty-training". Blankets are sent home weekly to be laundered.

## **Rest Time**

Children in the Toddler, Preschool, and Pre-K classes are required to lie quietly on their cots for approximately 2 hours. This allows those children who do wish to sleep a quiet length of time in which they may do so. Quiet music is played, the lights are dimmed, and it is a period of relaxation for non-nappers as well. Those children who do not fall asleep during the initial quiet time are given the opportunity to select quiet activities such as books or puzzles to occupy themselves while their classmates rest.

Although we make every effort to meet each child's individual rest needs, it is difficult to guarantee a specific length of nap-time, or wake-up time for each as a child's rest needs vary with activity level, sleep patterns the night before, etc. It is equally difficult, and in opposition to our child-centered program, to keep a child awake if he/she wants to rest.

## **Toys from Home**

It is recommended that all toys and electronics remain at home. It is very difficult for young children to share favorite possessions, and we do not want their items to be lost or broken.

Show and tell items may occasionally be requested. Suggested show and tell items include books, photographs, special treasures such as seashells, or theme related items. These should be discussed with the teacher and items will be shown at the teacher's discretion. Anything pertaining to violence (guns, war toys, etc.) or having to do with religious beliefs cannot be utilized. Material deemed inappropriate for a preschool audience will not be used.

## **Behavior Guidance Policy**

It is our policy to keep disciplinary issues minimized and to help children monitor their own behavior. The staff present and model age-appropriate behavioral guidelines and use reflective communication to encourage children to express their emotions. The staff encourages self-control, self-direction, responsibility, and cooperation. Another option, when practical and safe, that will be presented to the child is logical or natural consequences. All employees at the center will adhere to our Behavior Guidance Policy.

Our staff is trained in the process of positive discipline. Positive discipline instructs children as to what they should do. For example: "We walk inside the building" vs. "No running!" This philosophy of discipline is in accordance with our belief that children learn best in an environment where love, guidance, and encouragement promote the development of self-esteem. "Taking a break" may be used selectively for children over 18 months of age whom are at risk of harming themselves or others. The timeframe will be just long enough to enable the child to regain control of him/herself and will never be longer than 1 minute per each year of age. During this a staff member will visually observe the child.

Aggressive physical behavior (fighting, hitting, biting, etc.) by a child toward another child or staff member is unacceptable. Staff members will intervene immediately should this type of situation occur in order to protect all of the children and encourage more acceptable behavior. Physical restraint (a teacher holding a child) will not be used except as necessary to ensure a child's safety or that of others, and then only for as long as is necessary for control of the situation. Children will be shown positive alternatives rather than just being told "no". Parents will be informed if such an incident occurs, and a conference may be requested at any time to discuss an acceptable behavioral plan. If a child's behavior is uncontrollable, extremely disruptive, and/or harmful to him/herself or others, a parent may be asked to remove the child from school for the day. Open communication between home and school is considered the key to effective discipline.

At no time will a child be subjected to physical corporal punishment (shaking, hitting, biting, pinching, etc.), humiliated, frightened, or verbally abused by the staff. Children will never be disciplined for sleep habits, toileting accidents, food consumption, or lack of participation in scheduled activities. At all times, a child's age, emotional state, and past experiences will be considered in discipline matters. Any violation of the school's discipline policy should be brought to the Director's attention immediately.

## **Health Policy**

The health of the children is very important. By monitoring each child's health status, teachers are able to maintain a better environment for the entire class. Children who are ill cannot be appropriately cared for in a childcare setting. A child who is unable to participate in all school activities due to illness should not be in attendance. We understand that it may be difficult to make arrangements in the workplace to cover periods when a child may be too ill to attend the program. However, cooperation in keeping a child home when he/she is showing symptoms of illness will be greatly appreciated by the teaching staff and all the children who would normally be in contact with that child. By establishing and maintaining a healthy



environment, and reasonable health policies, all of our children will benefit.

The policies concerning hand washing and disinfecting will be reviewed by the administrator per state and our regulations. Proper hand washing and disinfecting procedures are posted within classrooms of the school.

Examples of health symptoms that require exclusion from the program include but are not limited to:

1. Unusually dark urine and/or gray or white stools.
2. Diarrhea (2 or more episodes in 24 hour period).
3. Severe coughing (causing the child to become red or blue in the face or to make a whooping sound)
4. Temperature of 100 degrees under the arm.
5. Yellowish skin or eyes.
6. Red eyes with discharge, matted eyelashes, and itching/burning or thick, purulent pus.
7. Redness of eyelid(s) and eye pain.
8. Infected, untreated skin patches, unusual spots or rashes.
9. Difficult or rapid breathing.
10. Stiff neck with an elevated temperature.
11. Evidence of untreated lice, scabies or other parasitic infestations.
12. Sore throat or difficulty swallowing.
13. Vomiting.

If a child becomes ill during the day, a parent will be advised immediately. The child will be given the opportunity to rest on a cot within site and hearing of a staff member until a release person can pick up the child. If the child is not picked up within one hour from the time of notification, the emergency contact person will be called. Children who are sent home due to illness will not be readmitted to school until all signs of illness have been gone for 24 hours. The exception to this requirement would be that a licensed physician has indicated in writing that the child does not present a health threat to others and is able to participate in all school activities. **Stages reserves the right to refuse a child even with a physician's note.**

Our staff has been trained to recognize the signs of communicable diseases. In cases of certain communicable diseases, we are required to file a report with the Department of Health in 24 hours so that control measures can be used. Parents and staff are reminded to notify the Center within 24 hours if a child or family member has developed a known or suspected communicable disease. If a child has not been fully immunized for some of these diseases (due to the child's age, medical condition, or religious reason) he/she will be excluded from the school during an outbreak of a vaccine preventable illness as directed by the state health department. Examples of "Reportable Diseases" include (but are not limited to):

Lyme disease	German Measles	Giardiasis
Whooping cough	Spinal Meningitis	Mumps
Tuberculosis	Salmonellosis	Hepatitis A
Measles	Rubella	Shigellosis

All parents will be informed in writing if a communicable disease is reported. We follow the reporting guidelines as established by the American Academy of Pediatrics. A copy of the communicable disease chart is posted in the director's office.

## **Medication Procedures**

1. **Request for Medication to be Dispensed:** If a child needs any type of medication while he/she is in attendance, a state required medication form must be completed and signed on a daily basis. Whenever possible, the first dose of medication should be given at home to see if the child has any type of adverse reaction. All powders, creams, vitamins, etc., are considered to be over-the-counter medications. Over-the-counter medications will only be dispensed for three days, after which time a note from the child's physician will be required. Administration of over-the-counter medication, which is different from the directions listed on the bottle, must be accompanied by doctor completed medication form. A parent must indicate a specific time and dosage of medication to be dispensed. For example, "give Tylenol if fever" is not acceptable. State required medication forms are located in the Director's office. Staff members are responsible for checking this form on a daily basis and dispensing the medication requested. The staff member dispensing the medication will sign and date the form when the medication is given. The medication policy applies to all children, including school-agers.

2. **Storage of Medication:** Medication is to be stored in the refrigerator in the kitchen or in the cupboard in the kitchen. Medications stored improperly may be difficult for the staff to locate and present a possible hazard to children. Please do not mix medication into a child's food or drink, or store medications in diaper bags, cubbies, or lunch boxes.

3. **Proper Labeling of Medications:** The medication requested on the log must be labeled with only one child's first and last name. Medication must arrive in the original container. Prescription medications must be properly labeled including the physician's name, pharmacy name and phone number, medication name, and instructions for dispensation. Changes in prescription or over-the-counter dosage level require a new label on the container or a written order from the child's health care provider. Expired medications will be discarded.

## **Accidents and Injury**

Should a child become injured at school, the parent will be notified via an incident report form given to the parent on the day of the incident. The parent will be asked to sign this form indicating that he/she has been notified, and a copy of the form will be filed at the center. If the injury is of a serious nature, a parent will receive a phone call from the school at the time the accident occurs.

In the event of an emergency, the child will be transported via ambulance to the nearest hospital or emergency room facility and a parent will be contacted to meet an accompanying staff member at that facility. It is extremely important that emergency contact information is up to date. A child cannot be transported for care, or receive any emergency care at school, unless the waivers for emergency care have been signed. These waivers are included in the

enrollment packet.

## **Safety**

There is immediate access to several telephones within the building at all times, including a phone in every classroom. The telephone number is located on the cover page of this handbook. No child is ever left alone or unsupervised, including school-agers. Parents are asked to drop off and pick up their child in their assigned classroom. Please be sure the teacher is aware that your child has arrived and departed. A monthly fire drill is conducted to practice evacuation procedures. A record of the drills is kept in the Director's office. Exit and emergency plans are posted in each area. Primary and secondary routes are clearly marked. Use of spray aerosols in the building is prohibited. First aid kits are located in the kitchen and one is available for all field trips. Drivers are trained in emergency procedures and First Aid and CPR. The Director and staff are required by state law to report any suspicions of child abuse or neglect to 216-696-KIDS or the appropriate number.

### **Transportation: Routine Trip/Field Trip Safety**

As part of our program, routine trips and periodic field trips will occur using our center activity bus. Field trips will be planned to provide the children with exposure to learning experiences in our local community. Prior to each field trip or in the case of routine trips, information will be sent home outlining the date, time, location, etc. The permission slip must be signed and returned to the supervising teacher by the date requested in order for a child to attend. On each field trip, each child has identification attached with our center name, address and phone number. A complete first aid kit is taken on all trips and all trips include at least one staff member trained in first aid. A copy of emergency transportation and health records on each child will be carried. Attendance will be taken at the beginning, every half-hour and at the end of the outing. Applicable staff/child ratios will be maintained on all routine trips and field trips.

### **Swimming and Water Safety**

Swimming activities will be provided only for school age children during the summer. We will take the children to a local recreation pool. A lifeguard will be present at all times and the teachers will also be actively supervising the children. Parents will be provided with permission forms ahead of time, which will need to be signed. Younger children will be provided with water play opportunities at the center. This may include sprinklers, wading pools, sensory tables etc. Parents will also be asked to sign a written permission slip prior to the activity. Please remember to send bathing suits, sunscreen and a towel. We must have a medication form signed for sunscreen. If a child burns easily, please include a T-shirt that may be worn over the bathing suit.

## **Smoking Policy**

It is our desire that the environment around the children be as safe and healthy as possible. Therefore, **Stages Childcare Center is a smoke-free school**. This smoke-free area includes the entire school grounds (inside and outside the facility). Parents, staff and visitors are asked to comply with this request.

## **School Closings (Holidays)**

New Year's Day

Memorial Day

Labor Day

Christmas Day and either day after or before

Teacher In-service Day (President's Day)

Independence Day

Thanksgiving Day and the day after

## **Outdoor Play**

We will provide outdoor play for all toddlers, preschoolers and school-agers in suitable weather. Examples of unsuitable weather may include extremely high or low temperatures, high humidity, wind chill, ozone levels, lightening, rain or ice. We will provide indoor large muscle play in these instances. All play areas will be maintained, safe and free from hazards. Children must remain within sight and sound of a staff member. Children at the center will have exclusive use of the playground during hours of operation.

## **Transition Plan**

Transitioning to the next class is an important time for the parent and child. Parents will be notified when we feel their child is ready to move up to the next classroom. As part of the procedure, the teacher will create a transition plan. This plan will include the beginning and ending date of the transitioning period and will be signed by the parent. Parents may request to have their child transition to the next classroom. These requests will be accommodated if it is in the best interest of the child and there is space available in the next classroom.

## **Program Schedules**

### **Infants**

6:30-8:30	Arrival/Greeting/Play
8:30-9:00	Wash Hands/Morning Snack
9:00-11:30	Diapers Stories/Music/Play/Floor Time Nap
11:30-12:00	Lunch
12:00-3:00	Diapers Stories/Music/Floor Time Nap
3:00-3:30	Wash Hands/Afternoon Snack
3:30-4:00	Large Muscle Activities
4:00-6:30	Diapers Stories/Music/Play Departure

These are general guidelines of what will happen throughout the day for the infants. We follow each infant's individual schedule for feeding, rest times, as well as other needs. Diapers are changed as needed or at least every two hours.

### **Toddler One**

6:30-8:30	Arrival/Free Play/Lap Reading
8:30-9:15	Snack/Free Play/Lap Reading/Clean-up
9:15-10:00	Morning Welcome/Music & Movement/Free choice
10:00-10:30	Outside Play/Large Muscle Activities
10:30-11:00	Art Exploration/Sensory Table
11:00-11:15	Prepare for Lunch
11:00-11:45	Lunch
11:45-12:00	Prepare for Rest Time
12:00-2:00	Rest Time
2:00-2:30	Quiet Play/Clean-up
2:30-3:00	Free Play/Snack/Clean-up
3:15-3:45	Outside Play/Large Muscle Activities
3:30-5:15	Music & Movement/Lap Reading/Explorations
5:15-6:30	Free Play/Clean Up Room/Departure

\*\* Diapers changed approximately every 2 hours or as needed \*\*

### **Toddler Two**

6:30-8:00	Arrive in Toddler 1/Free Play
8:00-8:30	Arrive in Toddler 2/Table Toys/Clean-Up/Wash Hands
8:30-9:00	Snack/Clean Up
9:00-9:30	Art/Learning Centers
9:30-10:00	Diapers/Potty/Lap Reading
10:00-10:30	Circle Time/Story Time
10:30-11:00	Outside Play/Large Muscle Activities
11:00-11:15	Wash Hands/Prepare for Lunch
11:15-11:45	Lunch/Clean Up
11:45-12:00	Toileting/Quiet Activities/Prepare for Nap
12:00-2:00	Nap Time
2:00-2:30	Toileting/Wash Hands/Afternoon Snack
2:30-3:30	Sensory Table/Free Play
3:30-4:15	Story Time/Songs
4:15-4:45	Outside Play/Large Muscle Activities
4:45-5:00	Toileting/Hand Washing/Table Toys
5:00-6:30	Arrive in Toddler 1/Lap Reading/Table Toys/Departure

**\*\*Diapers changed approximately every 2 hours or as needed\*\***

### **Preschool**

6:30-8:00	Arrival/Greetings/Learning Centers in Pre-K Room
8:00-9:15	Open Preschool/Wash Hands/Morning Snack/Carpet Toys
9:15-9:30	Circle Time
9:30-10:00	Outdoor Play/Multi-Purpose Room
10:00-11:20	Toileting/Hand Washing/Learning Centers
11:20-12:00	Group/Story Time, Book Share/Show & Share/Prepare for Lunch
12:00-12:30	Lunch
12:30-1:00	Quiet Activities/Toileting/Prepare for Nap
1:00-3:00	Nap Time
3:00-3:30	Outside Play/Large Muscle Activities
3:30-4:15	Potty/Hand Washing/Snack/Learning Centers
4:15-5:00	Hand Washing/Carpet Toys
5:00-5:45	Clean up Time/Story Time
5:45-6:30	Learning Centers in School Age Room/Departure

### **Pre-Kindergarten**

6:30-9:00	Arrival/Greetings/Learning Centers/Snack
9:00-9:15	Circle Time
9:15-10:15	Structured learning Center Time
10:15-10:30	Clean Up Time
10:30-11:00	Outside Play/Large Muscle Activities
11:00-11:15	Wash Hands
11:15-11:45	Group Time
11:45-12:00	Wash Hands/Prepare for Lunch
12:00-12:30	Lunch
12:30-1:00	Quiet Activities/Prepare for Nap
1:00-3:00	Nap Time
3:00-3:15	Toileting/Wash Hands
3:15-3:30	Snack
3:30-3:45	Story Time
3:45-4:15	Outside Play/Large Muscle Activities
4:15-4:30	Circle Time
4:30-5:15	Learning Centers
5:15-5:30	Clean Up/Close Pre-K Room
5:30-6:00	Group Time in Preschool Room
6:00-6:30	Departure in School Age Room

### **AM Kindergarten Enrichment**

9:00-9:30	Outdoor Play/Gross Motor Activities
9:30-9:50	Meeting
9:50-10:30	Reading, Language Arts, Journals
10:30-10:50	Math/Science
10:50-11:10	Theme Based Activity
11:10-11:30	Centers
11:30-12:30	Lunch/PM Kindergarteners leave; AM Kindergartners return

### **PM Kindergarten Enrichment**

12:30-1:00	Outdoor Play/Gross Motor Activities
1:00-1:20	Meeting
1:20-2:00	Reading, Language Arts, Journals
2:00-2:20	Math/Science
2:20-2:40	Theme Based Activity
2:40-3:00	Centers
3:00-3:45	Free play
3:45-4:30	Snack/ PM Kindergartners return
4:30-5:00	Homework/Quiet Time
5:00-6:00	Activities and Departure in the School Age Room

The kindergarten enrichment program follows the AM and PM School-Age schedule before 9:00am and after 3:00pm

### **AM School-Age**

6:30-8:00	Arrival/Greetings/Centers/Snack
8:00-8:25	Wash Hands/Get Ready For School
8:30-8:50	Departure

### **PM School-Age**

3:30-4:15	Arrival/Wash Hands/Snack
4:15-5:00	Homework/Quiet Time
5:00-6:30	Gross Motor Activities/Outside Play/Departure

## **Amendments/Changes**

This handbook along with its policies and procedures is subject to amendments and changes. Stages reserves the right to revise by addition, reduction, correction, or updating of any or all of the material in this handbook. Any changes will be communicated at least one (1) week before going into effect.