

## Daily Schedule

We ring a bell to signal most transitions. Each room has a posting of our daily schedule with times and, more importantly, pictures of each segment of the day. Beside each picture is a patch of Velcro. When the bell rings, the staff in each room moves a Velcro arrow down to the next picture. This simple process greatly reduces staff/child power struggles around transitions because the children know what to expect.

**7AM – Center opens** Children free play in downstairs rooms with staff. Rooms are opened as staff and children arrive.

**8:00 – 9:00 – Breakfast** Children are seated as they arrive. After 8:30, arriving children are offered breakfast. If they decline because they have recently eaten, they may go directly to play.

**9:00 – Circle Time** Group time with stories and songs while staff set up room activities and/or outdoor toys. Children may participate or go to the Table Room to do quiet activities with another staff.

**9:15 – 11:30 – Group Play** If we are playing inside, we have staff and activities in all six rooms on both floors. All the activities are planned, child centered, and open-ended. (See brochure for program specifics.) If we are playing outside, we have staff and toys in all the areas. Children may also come inside to the Table Room for simple table activities or the very popular marker table. We spend about 5 months playing outside, 5 months playing inside, and 2 months in and out as weather permits.

**11:30 to 1:30 – Lunch/Nap/Rest** We do not allow visitors in the Center during this time period because feeding and napping 28 children requires a great deal of focus for the staff and directors. “First Lunch” is served at 11:30 to children who nap and/or leave at noon. By 12:00, we start sending children upstairs to the Block and Reading Rooms that have become comfy nap rooms. Children are given their own cots and fitted sheets. Parents bring soft blankets, pillows, and snuggle items - always a welcoming sight for tired children. We follow the same pleasant nap routine everyday and the children are usually asleep by @ 12:30. We begin waking them up 2:30. “Second Lunch” is served at 12:20 to the rest of the children. By @ 12:50, they are heading to the Housekeeping and Front Rooms with the same comfy cot set-ups as upstairs. Children who wish to nap may do so for @ 1 – 1 ½ hours, those who do not nap may finish their rest at 1:30. Children free play with staff in the unused downstairs rooms or outside until 2:40. Lunch groups are assigned by the Directors, 14 upstairs and 14 downstairs.

**2:40 – First Snack** Served to the second lunch children in the Table Room. When finished, these children either go outside or free play in the downstairs rooms until the first lunch nappers come down.

**3:00 – Second Snack** Served to the first lunch children in the Table Room. The other children may play in the five remaining rooms (or outside). As children finish their snack, they join their friends at play.

**3:15 – 5:15 Group Play** If we are playing inside, all six rooms on both floors are open for play with different activities than in the morning. Each room has 10 activities, which are rotated to occur twice in the mornings and twice in the afternoons, on four different days of the week. (See brochure for more details about the program.) The Activity Schedule is posted on the Parent Board. Each room has a staff guidebook with detailed descriptions of each activity as well as guidelines and tips for successful and rewarding implementations. If we are playing outside, children may always come indoors to the Table Room, which is set up with two different tabletop activities and the ever-popular marker table.

**5:15 – 6:00 Winding Down** If we are outside, we clean up the yard @ 5:15 and go back inside @ 5:30. We clean up and close rooms as staff and children go home. **It is our strict policy to always have a minimum of two staff in the yard and/or on each floor of the house, at all times of the day.**

**6:00PM – Center closes** Late fees apply after 6 p.m..