

DAILY SCHEDULE/ROUTINE FOR 2-4 YR. OLDS

7:10-8:10 1. As children stagger in assess for illness/fever, yellow or green drainage from nose, scratches, cuts, bites, bruises, pain etc. Wash each child's hands. Wash each child's face if necessary. Check diaper – change if necessary, bathroom break

ASSISTANTS WASH YOUR HANDS.

08:15-8:45 Breakfast , water break

08:45-9:00 Change diapers, bathroom break, clean faces, hands, spray & wipe tables, chairs, pick-up/remove any debris/uneaten food from floor, sweep, spray & wipe floors.

09:00-09:30 Review rules, good morning song, singing of nursery rhymes, devotions, Lord's prayer, Pledge of Allegiance.

09:30-10:00 Circle Time – reading of books, open conversation to assess retention & comprehension (want to determine the children's level of understanding and ability to paraphrase story).

10:00-10:20 Snack, clean faces, hands, tables chairs & floors for debris/uneaten food.

10:20-10:50 Exercise, dance or outdoor play (weather & dryness of ground permitting).

10:50-11:05 Water break, bathroom break, wash hands, clean faces, *diaper change, bathroom break.*

11:05-12:00 Lesson/class time, children review boards, work in workbooks, practice hand writing, letter tracing, numeral tracing, shape tracing (children must describe shapes traced) Review shapes, colors, days of week, months of year, seasons, left/right, vowels, name recognition/spelling, review (5) senses, review food groups-allow children to dance to food groups video, etc.

12:00-12:10 Prep children for lunch

12:10-12:40 Lunch, water break

12:40-01:00 Clean up, prep children for naptime – diaper change, bathroom break

01:00-03:30 Nap-time

3:30-04:00 *Conclude nap-time, change diapers/bathroom break, wash hands, clean faces

04:00-04:15 Snack, *water break*

04:15-04:30 Clean faces, hands, tables, chairs/seats, floors

04:30-05:30 Prep children for departure, diaper changes, bathroom break, water break, then free play or quiet reading of books. Put any clothing back on children that they may have removed throughout day-sweaters, socks & shoes. Ensure that children have all things needed to carry home in appropriate lockers-cups, back packs jackets etc.

*Diaper changes and bathroom breaks are performed every 2-2 ½ hours unless necessary in between.

*Children are provided drinks with snacks & meals and are permitted to utilize water fountain throughout day as needed.

*Schedule/Routine is subject to change without notice contingent upon children's ability to remain focused, alert and to participate.

*Crafts may replace any schedule/routine activity on any day.