

Allen East Mini Mustang Preschool Parent Handbook

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Table of Contents

Welcome!.....	1
Program Description/Goal	1
Allen East Mission Statement	2
Allen East Philosophy	2
Admissions.....	2
Attendance and Schedule	3
Frequently Asked Questions	3
1. Do I need to call or contact the school if my child will be absent?	3
2. When should I keep my child at home if they are ill?	3
3. How will I be notified if school is delayed or canceled?	4
4. Is there a school calendar?	4
Withdrawal from Preschool	4
Transportation	5
Snack.....	5
Typical “peer role model” Students	5
Tuition.....	5
Diapering	5
Accident/ Injury Policy Parent Notification.....	7
Use of Medications	7
Management of Communicable Diseases	8
Pediculosis (Head Lice)	9
School Safety/Visitors	10
Field Trips.....	10
Volunteering	10
Staff.....	10
School Policies/Ohio Revised Code	11
Allen East Board Policies	11
Ohio Revised Code.....	11
Ohio Administrative Code.....	11
Ohio’s Early Learning and Development Standards.....	11
Ohio Department of Children & Youth Information and Complaints	12
Parent/Teacher Conferences Dates and Times.....	12
Morning Session Daily Schedule	13
Afternoon Session Daily Schedule	14
Preschool Transportation Authorization	Error! Bookmark not defined.

Welcome!

Welcome to the Allen East Local School District Preschool Program! It is an exciting time as your child begins his/her educational journey. We at Allen East look forward to partnering with you as we all begin the educational journey together.

Allen East offers a unique educational setting in that the preschool is embedded into the overall educational setting. All students at Allen East are housed in one building (PK-12) bringing a strong sense of community to the educational setting. The District keeps students separated for the best age appropriate educational opportunities, however, there are times when it is conducive for students to have access to each other.

The preschool team would like to welcome you to an exciting school year! We appreciate having you partner with us for preschool. We have a wonderful, professional and caring staff to assist with the development of your child. Preschool is an exciting time to play, explore and learn in a safe and encouraging space. We are looking forward to working with you and your child throughout the school year! Please contact me with any concerns or questions. Thank you!

Mr. Joe Wermert

Preschool Supervisor/Director of Special Education

Program Description/Goal

Our preschool is a general education program with the goal of preparing every student for kindergarten. We have both typically developing and special needs students in our program. To qualify as a special education student, the student can be referred by any concerned parent, local educational agency, or the child's preschool teacher. Referrals can be made directly to the school or to Early Intervention. Once referred, the student will be screened by a trained employee. If the screening reveals concerns, the student will be evaluated using multiple factors conducted by a team of educators and the parents to determine if a disability exists.

The team will be looking for significant delays in one or more of the following critical areas: physical development (fine and gross motor skills); cognitive development; communication development; social or emotional development; hearing/vision and adaptive behavior (self-help skills). If the team determines there is a disability, an Individual Education Plan (IEP) will be developed by the team to address the student's needs.

Typical children are defined as 3-5-year-olds who do not qualify for special education services. Typical students are in the room to bring a balanced educational approach and act as peer role models. All typical children are screened to ensure they have no deficiencies. There is a monthly tuition fee for typical children.

The preschool program also offers itinerant services to our special education students. Itinerant services are offered to students for several reasons. If a parent is unwilling or unable to have their

child attend the Allen East center-based program, the parents have the option of having a teacher and all related service providers work in consultation with the student's daycare/pre-school or work directly with the child. If the Allen East center-based unit is at capacity, itinerant services are a viable way for the child to receive special education services.

Allen East Mission Statement

The mission of the Allen East Local District is to provide an appropriate educational program and learning environment which will effectively: meet the educational needs of its students and citizens; and help its students accomplish educational goals which are significant, durable and transferable.

Allen East Philosophy

The education of a preschool child is a collaborative effort between the parents and school. Allen East strives for open communication between the school and home to help develop/improve skills and make necessary accommodations. Preschool is a time to play (quiet and active), share, learn and be excited about school. Preschool is a positive atmosphere where each child's strengths are accentuated and weaknesses are overcome. Each child is treated as an individual with the individual needs of each child being considered. The parents, students, staff will work together to help all students reach their full potential.

Admissions

The following documents/information must be produced for special needs children and typical children prior to being admitted into the program:

1. Medical statement affirming that the child is in suitable condition for enrollment into the program (examination shall occur within 12 months prior to date of admissions). A preschool child with a disability shall not be excluded from the program for lack of a medical statement until the team responsible for the individualized education plan (IEP) established pursuant to Chapter 3301-51 of the Administrative Code reconvenes: exclusive from the program until the IEP is revised may be a denial of free, appropriate public education. Medical statements shall be provided by a physician, physician's assistant, clinical nurse specialist, or certified nurse.
2. Name and date of birth.
3. Name, address (home and/or business), and telephone number of parent(s).
4. Names, addresses, and telephone numbers of two persons to contact in an emergency if the parent cannot be located.
5. Name of person(s) to whom the child can be released.
6. Parent authorization for transportation related to the program.
7. Physician's and dentist's authorization and written instructions to administer prescription medication to a child enrolled in the program.

8. Immunization record as required by section 3313.67 of the Ohio Revised Code, which record shall include immunizations required by section 3313.671 of the Ohio Revised Code.
9. A list of any allergies and treatment for said allergies.
10. A list of any medications, food supplements, modified diets, or fluoride supplements currently being administered to the child.
11. A list of chronic physical problems and any history of hospitalization.
12. A list of diseases the child has had.
13. Names, addresses and telephone numbers of physician and dentist in case of emergency
14. Permission of the parent for emergency medical and dental care as required by section 3313.712 of the Ohio Revised Code.
15. Permission of parent for emergency transportation.
16. Copy of immunization shot record.

Attendance and Schedule

Allen East will maintain daily attendance records including admission and withdrawal. Preschool children are not of compulsory age and are not required to be in school. A parent can withdraw their child anytime during the year without consequences. It is highly recommended that children attend the preschool program on a consistent basis to gain the maximum benefit from the educational opportunity. Allen East must mark an absence as excused or unexcused. Reasons for excused absences include: personal illness, illness in the family, quarantine of the home, death of a relative, observation of religious holidays/absence for religious reasons, or professional appointments.

The morning session will begin at 8:00 am and be dismissed at 11:00 am. The afternoon session will begin at 12:00 pm and end at 3:00 pm.

Frequently Asked Questions

1. Do I need to call or contact the school if my child will be absent?

Yes, Allen East is required by law to keep attendance and report absences. If you fail to notify the school of an absence, the school is required to call the parent. If the school cannot contact the parent after a few days, the school is required to notify law enforcement to help find the child. Please call the Preschool Secretary at 419-648-3333 extension 3018 or email harrods@alleneastschools.org to report an absence for your preschool child.

Once the child returns to school, please send a note explaining the nature of absence for our records, or the excusal note from the medical professional.

2. When should I keep my child at home if they are ill?

Fever: If your child's temperature is 100 degrees Fahrenheit or greater (or 1 or 2 degrees above the child's normal temperature) s/he should remain home until s/he has been fever

free without medication for a full 24 hours. Remember, fever is a symptom indicating the presence of illness.

Flu: Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat and cough are usual. Student should remain home from school until symptoms are gone and the child is fever free without medication for 24 hours.

Common Cold: Irritated throat, watery discharge from the nose and eyes, sneezing, chills and general body discomfort. Students should remain home if symptoms will interfere his/her ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow/green.

Vomiting and Diarrhea (Intestinal) Viral Infections: Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache and body aches. Your child should remain at home until without vomiting, diarrhea or fever for a full 24 hours. If your child has had any of these symptoms during the night s/he should not be sent to school the following day.

Chicken Pox: A skin rash consisting of small blisters which leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.

COVID-19: Most common symptoms are fever, cough, trouble breathing, and gastrointestinal problems like bellyache, nausea, vomiting, and diarrhea. Other complaints include headaches, muscle aches, loss of taste and smell, and cold symptoms. The virus can be more serious in some people. And some people have no symptoms at all. If your child has any of these symptoms, we ask that you keep them home until a negative test is confirmed.

3. How will I be notified if school is delayed or canceled?

If school is delayed for 2 hours for inclement weather, the morning session will begin at 10:00 am and end at 12:00 pm. For delays the afternoon session will begin at 1:00 pm and end at 3:00 pm. School cancellations will include all grades preschool through 12. All cancellations and delays will be placed on the school website (www.alleneastschools.org) as well as being posted on the WLIO website. Parents can sign up via our website for text alerts regarding cancellations and delays.

4. Is there a school calendar?

The Preschool follows the district school calendar. will be placed on the school's web site at <https://www.alleneastschools.org/administration/preschool>

Withdrawal from Preschool

If a parent is withdrawing a student from preschool, please notify the program in writing as soon as you make the decision. There is usually a waiting list to enter preschool and delaying the

withdrawal process could keep a child out who needs the services. If a special education student is being withdrawn, it is very important to do so in writing so the Evaluation Team Report (ETR) and Individualized Education Plan (IEP) can be transferred to a new program. If a parent no longer wants services, it is important for the parent to have a meeting to exit the child from the IEP.

Transportation

Allen East is not required to transport students to preschool unless it is specifically written into the child's individual education plan. As a courtesy, Allen East will provide transportation to all special needs children in the program. Students will ride the traditional bus to school for the morning session and ride the bus home at the end of the day for the afternoon session. A special preschool route will be used to take the special needs children home from the morning session and pick up students for the start of the afternoon session.

For children not utilizing school transportation, it is very important that the preschool teachers and aides have knowledge of what adult is responsible for picking up and dropping off the student. Adults who are picking up and dropping off must be identified on paperwork. Allen East will not release a child unless the person is authorized to do so. If a parent is changing a driver, the parent must notify the preschool program. It is also very important that drivers are on time. Situations do happen and it is important that the adult responsible for the preschool transportation notify the school immediately if they are going to be late.

Snack

Each child will be charged a one-time \$75 snack fee. This fee is assessed at the beginning of the school year and must be paid by December 15th. This money will be used to provide a nutritious snack and drink each day. Allen East will follow ODJFS guidelines for providing a nutritious snack located at: <https://emanuals.jfs.ohio.gov/pdf/pdf-forms/2-12-22APXA.pdf>

Typical “Peer Role Model” Students

It is vital to have an inclusionary model to help all students reach their full potential. The goal is to have a 1:1 ratio of special needs children to typical children. To be considered for enrollment as a typical child the child must first be screened to make certain the child is not deficient in any areas. Typical children must also be toilet trained and may not be wearing pull-ups or diapers. It is also important that typical children are well behaved in that they are serving as role models for the students attempting to overcome a developmental issue. The purpose of the typical program is to help all students learn. Typical students will be challenged with a curriculum that will meet their educational goals.

Tuition

The tuition rate for a typical student will be \$200 a month, with the first month's payment being made during enrollment in August. Allen East uses a sliding fee scale for families who may qualify for the Ohio Preschool Program (OPP) grant program. To qualify for the reduced rate on the sliding

scale, the family must provide the district with a W-2 or a copy of the family's last two pay stubs for each parent/guardian. This will then determine the tuition rate being charged to the family.

Federal Poverty Level	Monthly Tuition Rate
200% +	\$200
150% - 199%	\$175
Under 150%	\$0

There will be a 10% discount if the entire year is paid in full upon enrollment. Parents paying monthly must have the payment in by the 15th of each month in advance. Example: October's tuition is due by September 15th. **If the payment is delinquent, the child may be withdrawn immediately unless arrangements are made to make the payment.**

If the student is enrolled in the tuition-based program by the 15th of the month, then the full month tuition rate is due.

If there is an outstanding balance at the end of the school year, your child will not be permitted to re-enroll in the Preschool program until the balance is paid in full.

Diapering

Allen East will follow the guidelines in the Ohio Administrative Code 3301-37-12 for diapering. 3301-37-12 states:

- A. The changing of diapers for all non-toilet-trained children shall be handled in conformity with the following methods:
 - 1) The changing of diapers for all non-toilet-trained children shall occur in a space that contains a hand-washing facility. Handwashing facilities that are located elsewhere may be used if a program assures that children are safe and conditions are sanitary while toileting or being diapered.
 - 2) The program shall provide disposable gloves for diapering; however, the use of gloves or hand sanitizer does not preclude requirements for proper hand washing.
 - 3) If an infant's diapers are to be changed in his crib or at a central changing station, there shall be some separation material between the infant and the changing surface. The material shall be discarded and replaced after each change.
 - 4) The central diaper-changing station or crib shall be disinfected after each diaper change with an appropriate germicidal agent in a manner consistent with manufacturer guidelines. If the diaper-changing station is soiled after the diaper change, it shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
 - 5) Any product used during diaper changing on more than one child shall be used in such a way that the container does not touch the child. Any product obtained applied to a child shall be applied in such a manner so as not to contaminate the product or its container. Common containers shall be cleaned and disinfected with an appropriate germicidal agent when soiled.

- 6) For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions. Such instructions shall include the name of the ointment, cream, or lotion; name of the child; birth date of the child; date; and signature. Written instructions shall be valid for no longer than three months. Authorization for administration of the ointment, cream, or lotion may be cancelled by written request of the parent at any time.
- B. Storing of clean diapers shall be handled in accordance with the following methods:
 - 1) A clean supply of diapers stored in a specifically designated area shall always be available.
 - 2) Diapers or clothing used during diaper changing and brought from the child's home shall be stored in space assigned exclusively for each child's belongings. Soiled clothing and/or diapers shall be sent home daily.
- C. Storage and laundering of soiled diapers shall be handled in accordance with the following methods:
 - 1) Diapers or clothing soiled with fecal matter and sent home with a child need not be rinsed at the program facility, but may be placed directly into a container that can be sanitized or bag, sealed tightly, stored away from the rest of the child's belongings and out of the reach of children.
 - 2) Soiled diapers to be disposed of or cleaned by the program shall be placed in a common plastic-lined covered container which shall be emptied, cleaned, and disinfected with an appropriate germicidal agent daily or more frequently as needed. Diapers to be laundered at the program facility should be stored in an appropriate germicidal solution until laundered.
 - 3) Soiled diapers to be commercially laundered shall be held for pickup for laundering for no longer than seven days.
 - 4) Diapers to be laundered at home or by the program shall be held for laundering for no longer than one day.
 - 5) Soiled disposable diapers shall be discarded daily.

Accident/ Injury Policy Parent Notification

Should a preschool student be injured during preschool hours, a written report will be sent home with the child the day of the accident and a call made to the parent. The form requests parents to sign the report and send it back to the classroom for a copy to be made and returned home as well as a copy placed in the child's file for record.

A written log of all accident/injury reports will be kept and maintained within the classroom. The log will document the injury/incident, when the child was injured, and where the written report can be found.

Use of Medications

Prior to administering a prescription or nonprescription medication, food supplement, or medical food, the program shall ensure that:

- a. The written instructions of a licensed physician or licensed dentist as appropriate are on file.
- b. Each time medication, medical food, or a food supplement is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year.
- c. Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section 3313.713 of the Revised Code.
- d. Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children. Emergency medication may be kept in an unlocked storage place as long as it is out of reach of children.
- e. Parent permission is needed for the application of topical products and lotions and is to be applied according to the manufacturer's instructions.

Please also refer to Board policy 5330 – Use of Medications.

Management of Communicable Diseases

See Ohio Administrative Code 3301-37-11 for full details on management of communicable diseases. Specific procedures for the Allen East Mini Mustang Preschool related to the Ohio Administrative Code are:

(1) The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;

Allen East staff are trained each school year on communicable diseases, child abuse/neglect, CPR, CPI, and any additional needs the staff may request.

(2) Procedures for isolating and discharging an ill child and policy for readmitting such child;

At Allen East Mini Mustang Preschool: A child will be isolated in the nurse's office until a parent/guardian can come for the child. The nurse will discharge the child to the parent at that time; a child may not return until a note from a medical professional is obtained, the child has been fever free without medication for at least 24 hours and child no longer displays any symptoms.

(3) Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease; and

Allen East Mini Mustang preschool will notify a parent immediately if they suspect a child is ill or displaying symptoms of have a communicable disease. If a parent cannot be reached their emergency contacts will be called.

(4) Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule.

Allen East Mini Mustang preschool will text/call/notify in person if a child is displaying “Mildly ill” symptoms of illness. The parent can then choose to take their child or keep them in school but notification and documentation of the call will be noted.

(5) Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

If a child in the Allen East Mini Mustang preschool is diagnosed with a communicable disease all families will be notified via a note from the school nurse, a post may be made in our private closed group on Facebook about the potential for an infectious disease.

Pediculosis (Head Lice)

Whenever a student is found to be infested with head lice, Allen East will follow guidelines by the Center for Disease Control.

The proper way to confirm the presence of lice is to find actual lice in the child's hair. Transmission of lice most often occurs by direct contact with the head of another infested child as lice do not jump or fly. Indirect contact can include personal belongings of an infested child (combs, brushes, hats, pillows, and bedding).

Only children over the age of two (2) and family members who have head lice should be treated. If parents are unsure if a child has lice, the hair should be combed with a lice comb to see if lice are present.

Procedure for treatment and follow-up:

- a) If head lice are confirmed at school, the actions described above will be taken.
- b) Parents need to notify the school health staff if they discover lice at home. They should notify parents of their child's close friends.
- c) The school health staff is readily available to discuss treatment and follow-up of head lice.
- d) Parents are to treat the child with a lice-removal product at home, following exact directions. They also are to treat the home environment by vacuuming, and washing bed linens, clothing, brushes, and sports helmets.
- e) Parents need to continue to check for eggs (nits) and lice by combing the hair daily. If eggs and live lice are still present after a week, a second lice- removal treatment should be done. Parents should check for nits and comb their child's hair until no lice are found for two (2) weeks.
- f) Parents should continuously observe their children for signs of head lice - scratching, redness at the nape of the neck, and nits attached to the hair shaft, mostly behind the ears and at the base of the neck.
- g) If unsure, parents are encouraged to check with their pediatrician for any recommended treatment. The health services staff will check any student for lice by parent request.

- h) If more information is needed, please refer to the Centers for Disease Control website: www.cdc.gov.

The school nurse will be responsible for conducting the screenings.

Screenings will also occur periodically based on reported cases of head lice infestations in a class, grade or building.

Please also refer to Board policy 8451 – Pediculosis (Head Lice).

School Safety/Visitors

All teachers and aides at Allen East are trained to deal with emergency situations. The school will conduct required fire drills, tornado drills, evacuations and lock down procedures to keep students safe. If the school goes into a lockdown procedure, the parents will be notified via our text alert system. This may cause a session to end late or begin late. During a lockdown situation, only law enforcement and fire department personnel will be permitted to enter the building.

Visitors are required to sign in at the elementary office and receive a badge before entering the school. When the visitor leaves the building, they are required to sign out. Allen East encourages parents to be very involved in their child's education which can include visits to the classroom. We ask that visits not occur during the first 2 weeks of school as the students get accustomed to their new surroundings. Please notify the teacher/supervisor ahead of time if you want to observe the classroom.

Field Trips

Parents are encouraged to chaperone field trips and be involved in class parties. Parents will be required to register with the elementary office a minimum of three days prior to a field trip occurring. Parents assisting with field trips may not impose any disciplinary measure towards students. All disciplinary needs must be addressed by Allen East staff only.

Volunteering

If you want to become a regular volunteer, you will be required to fill out a volunteer form and pass a background check at your expense. When a parent shows up for a classroom observation, Allen East asks the parent not to distract the teacher by wanting to conference or get involved in any discipline situations. The teachers will be happy to conference with any parent after the session is over or to schedule for another time. It is important to keep the students in a set routine and visitors who want to get too involved can be a distraction to the class.

Staff

All staff for the Allen East preschool program will be qualified pursuant to Ohio Administrative Code 3301-37-04. The supervisor is a principal in the school who holds an intervention specialist license and an administrative degree. An intervention specialist with an intervention specialist

license to serve the special education students, and two associate degree level staff members to serve the typically developing students and support the special needs students.

School Policies/Ohio Revised Code

Allen East Board Policies

All current policies are available at: <https://go.boarddocs.com/oh/aels/Board.nsf/Public#>. Specific policies we would like to draw your attention to are:

- [5320 – Immunization](#)
- [5335 – Care of Students with Chronic Health Conditions](#)
- [5336 – Care of Students with Diabetes](#)
- [5630.01 – Positive Behavior Intervention & Supports & Limited Use of Restraint & Seclusion](#)
- [8450 – Control of Communicable Diseases](#)
- [8462 – Student Abuse & Neglect](#)

Ohio Revised Code

All current sections are available at: <https://codes.ohio.gov/ohio-revised-code>. Specific sections we would like to draw your attention to are:

- [5104.014 – Medical statement of immunization](#)

Ohio Administrative Code

All current sections are available at: <https://codes.ohio.gov/ohio-administrative-code>. Specific sections we would like to draw your attention to are:

- [3301-37-06 – Equipment & Supplies](#)
 - See section B(5) specifically for safe handling & storage of hazardous materials.
- [3301-37-08 – Child Information](#)
- [3301-37-10 – Behavior Management/Discipline](#)
- [3301-37-11 – Management of Communicable Disease](#)

Ohio’s Early Learning and Development Standards

Ohio’s Early Learning and Development Standards describe key concepts and skills that young children develop during birth-to-five-year period. Their purpose is to support the development and wellbeing of young children and to foster their learning. The standards promote the understanding of early learning and development; provide a comprehensive and coherent set of expectations for children’s development and learning, and guide the design and implementation of curriculum, assessment and instructional practices with young children.

The standards help develop preschool aged children looking at their:

- Social and Emotional Development

- Physical Well-being and Motor Development
- Approaches Toward Learning
- Language and Literacy Development
- Cognition and General Knowledge

Below are standards that preschool children will work toward mastering before kindergarten:

* A complete list of the standards and examples can be found at

<http://earlychildhoodohio.org/elds/index.stm>

All the standards are listed so parents can work independently with their children. Standards are a work in progress as some students will master them and some students will be working towards the goal of having everyone kindergarten ready by age 5. Allen East utilizes a comprehensive curriculum called Creative Curriculum also known as Teaching Strategies Gold that allows students to explore, play and think critically to reach age-appropriate goals. If you are interested in learning more, please speak with your child's teacher OR go to:

<https://teachingstrategies.com/product/the-creative-curriculum-for-preschool/>

Ohio Department of Children & Youth Information and Complaints

Information regarding any licensed preschool in Ohio including the Allen East preschool can be found at <http://childcaresearch.ohio.gov>.

If you have any concerns regarding the classroom environment, teacher qualifications, health and safety conditions, the number of children, care of children or similar matters, Allen East asks that you first contact the school or a supervisor. If you are unsatisfied with the decision/answer from the school, please contact the Ohio Department of Job & Family Services at (814) 234-5437 and ask for preschool licensing.

If you have any concerns or questions about your rights in regards to special education, please contact the above number.

Parent/Teacher Conferences Dates and Times

These will be scheduled by each preschool teacher and will take place at least twice in the school year.

Additional conferences/phone conferences are available upon request.

Morning Session Daily Schedule

****All times/activities are subject to daily change if unforeseen circumstances should happen****

8:00-8:30 Arrival/Gross Motor Time

**8:40-9:00 Table Time
(Fine Motor Activity)**

9:00-9:45 Learning Centers/Play Time/Craft Time

9:45-10:00 Bathroom/Wash Hands

10:00-10:10 Snack

**10:10-10:30 Morning Meeting/Circle Time
(Weather, Calendar, Letter, Shape, Color, Number)**

10:30-10:45 Reading/Group Activity

10:45-11:00 Daily Wrap Up/Departure

Subject to change slightly depending on needs of students and activities planned for that day!

Afternoon Session Daily Schedule

****All times/activities are subject to daily change if unforeseen circumstances should happen****

12:00-12:15 Arrival

**12:15-12:30 Table Time
(Fine Motor Activity)**

12:30-1:30 Learning Centers/Play Time/Craft Time

12:30-1:40 Bathroom/Wash Hands

1:40-1:50 Snack

1:50-2:15 Gross Motor Time (Gym or Playground)

**2:15-2:30 Morning Meeting/Circle Time
(Weather, Calendar, Letter, Shape, Color, Number)**

2:30-2:45 Reading/Group Activity

2:45-3:00 Daily Wrap Up/Departure

Subject to change slightly depending on needs of students and activities planned for that day!