Addendum to Parent Handbook

**Policy and Procedures to Ensure Care by Consistent Staff**

When the Center opens at 7:00 am, the three morning supervisors and an aide will be here to greet and care for children in the “Big Activity Room.”

Lead Teachers will come in between 8:00 am. and 8:30 am. and they will take charge of their students at that time. Children will go to their designated classrooms with their teacher and her assistant. If the weather is nice, teachers will take children to the playground until 8:45. Then they will come in for snack in their classrooms. They will remain in their classrooms until Center Time at 10:00 am.

At 10:00 children will be allowed to enter a Learning Center staffed by a Lead Teacher or Supervisor, maintaining the proper ratio according to the youngest child.

At 10:50 am, each Lead Teacher and her assistant will take their individual classes to the playground.

At 11:30 teachers will bring their classes inside for “Circle Time” with the large group. Teachers and assistants will sit with their individual classes in an assigned area of the “Big Room.”

At 11:45 teachers will take their classes to the restroom and prepare for lunch.

At 12:00 teachers will take their classes to the assigned lunch area to eat. Teachers will remain with their classes through lunch.

At 12:45 teachers will take their children to the restroom and prepare for nap time.

At 3:00 when the children awake from nap, either the lead teacher or her assistant will take the children to the restroom and prepare for snack.

Children will remain with their Teacher or Assistant teacher until they either go outside at 4:00 pm (weather permitting) or have afternoon Center Time.

At 5:00 pm, the afternoon supervisor will determine which areas will be staffed and available to children while extra staff will take care of cleaning responsibilities.

The Center closes at 5:45, but the afternoon supervisor and an additional staff person will stay until all children have left.

\*\* In the event of a Lead Teacher’s absence, her designated assistant will take over the class with one of the aides.

At all times throughout the day from 8:00 am – 5:00 pm each group of children will be supervised by their lead teacher or the assistant teacher/supervisor assigned to that group ensuring constant and consistent care of the children.